LETTERS

THE WIDE WORLD LETTER WRITER

WITH

ANSWERS

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Clydesdale
Riverstone
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THE WIDE WORLD LETTER WRITER.

THE

WIDE WORLD

LETTER WRITER;

CONTAINING

LETTERS OF INTRODUCTION, LETTERS ON BUSINESS, LETTERS ANSWERING ADVERTISEMENTS, LETTERS OF RECOMMENDATION, APPLICATIONS FOR EMPLOYMENT, LETTERS OF CONGRATULATION, OF CONDOLENCE, OF RELATIONSHIP AND FRIENDSHIP, LOVE LETTERS, NOTES OF INVITATION, NOTES ACCOMPANYING GIFTS, LETTERS OF FAVOUR, OF ADVICE, AND LETTERS OF EXCUSE,

TOGETHER WITH

APPROPRIATE ANSWERS TO EACH.

BEING A COMPLETE GUIDE

TO THE

BEST STYLE OF MODERN CORRESPONDENCE

IN EVERY POSITION OF LIFE.

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PREFACE.

THE volume now presented to the public, is carefully prepared to meet the wants of the large class of individuals who are anxious to acquire a good style of letter writing, but who, through neglect or lack of practice, feel that they are deficient in the art.

Letter writing in an enlightened and educated country like Great Britain, should be an accomplishment universally understood and practised.

It is a rare exception in our nation when families remain together after the children have arrived at years of maturity. One marries and goes hundreds of miles from her parents, another finds a business opening in a distant town; one child is placed at a far away boarding-school; one goes to college; in fact, in ninety-nine cases out of a hundred, the family is scattered. Where then is the link to bind these hearts closely together, though faces and loving eyes are far asunder? Does it not lie in the snowy sheet, the jetty ink, and the tiny fairy pen-point that will trace out loving thoughts, home details and every-day interests, to keep alive the warm home love?

Who will not tear open with eager interest the envelope where a beloved hand has traced the address in familiar characters?

Yet in spite of the universal need and craving for such intercourse, there are vast numbers of people who seldom write or read a letter, and who, when the want is felt, are deeply sensible of their own deficiency. Many who handle the saw or hammer daily, will shrink from attempting to wield a pen, and fear that their own want of practice will cause them to make blunders that will excite the ridicule of their correspondent.

It is to these more especially that this book is dedicated, hoping that it will fill a long-felt void.

INTRODUCTION.

In the whole range of accomplishments there is no one that is so desirable, in every position in life, as the art of letter writing. There is no greater proof of this assertion, than the fact that from the earliest ages, in every country, man has sought and found some means of intercourse with those absent from him. From the savage who plucked one leaf for a challenge, one for a declaration of love, one for a warning of danger, and had the vast forest to select from, the wide prairies to traverse before the messenger reached his destination, to the merchant of to-day who sends a communication flying over the electric telegraph, this need has been provided for.

In no one branch has the progress of civilization been so marked as in the improved means of writing letters, and the enlarged opportunities for sending them. Every year the facilities for the interchange of ideas become more perfect. Where the swiftly-gliding railroad train now carries the speedy daily mail; where the broad ocean once rolled like an almost impassable barrier between loving hearts, and the sea voyage was the undertaking of a life time, now the panting steamers carry over the snowy missives in less time than it once occupied to cross from one county to another.

And the need, the craving for this interchange of thought, is not confined to those who can write out their ideas and form phrases as easily upon paper as with the lips.

We find the Eastern lover selecting the choice bouquet by which to convey to his beloved his ardent passion, and the maiden returning the dainty messenger. The Highland chieftain sent the burning brand from clan to clan by the fleet-footed son of the mountain, to rouse every heart to the war cry. The knight of olden time attached to his arrow the white-winged burden and let it fly from his skilled fingers through the lattice of his lady love, or wrote a fierce defiance to speed by the same means over the walls of the besieged castle. The fair maiden in days of chivalry trained the gentle dove to bear her heart's secret through the air to gladden her lover's eyes, and watched from her turret chamber the return of the trusted pet. And in the present

day, no heart so dead and lonely but that a letter written or received is an era in the day.

Though years of separation may blot out the face of relative or friend from our memory, letters will form a chain to keep alive all the holier and sweeter ties of love and friendship. The wide ocean, the vast prairie, the lofty mountain, the stronger bar of years of time, may stretch between loving hearts, yet a letter will speed from one to the other, keeping alive the tenderest emotions.

Without this link to bind the absent, mankind would grow morose and intensely selfish when separated from personal intercourse with those dear to him. The heart untouched by any word of remembrance or affection would grow hard and cold, and each member of the great human family stand isolated and dreary whenever called upon to part from friends.

Since then this art of conveying thought through the medium of written language is so valuable and so necessary, a thorough knowledge of the practice must be desirable to every one. For merely to write a *good* letter, requires the exercise of much of the education and talent of any writer.

A good letter must be correct in every mechanical detail, finished in style, interesting in substance, and intelligible in construction. Few there are who do not need to write them, yet a letter perfect in every detail is rarer than any other specimen of composition.

Not that there are not millions of letters sent far and wide every hour of the day, but out of the vast collection very few, comparatively, will bear criticism in every respect. Every situation, every character, every connection of family, business, love, friendship, require the exercise of the talent, and every man, woman, and even child, is anxious to write a good letter; yet there is a strange diffidence in the exercise of the art, and a wonderful deficiency in its practice.

To some, writing, as an accomplishment, appears so simple and easy a task, that they fall into a diffuse, careless style, a faulty orthography, and almost illegible hand, merely from the mistaken idea that letters are so simple to write, that it is useless to take any pains with them. Great fluency may of course be attained without running into carelessness, but even the simplest letters require some thought and attention, to make them acceptable.

To others again, a letter assumes the most gigantic proportions, and is regarded as a formidable undertaking, second only to writing a book. These, awed by the stupendous difficulties before them, will send to a near relative or friend a stiff, laboured epistle, where all ease is swallowed up in over care, and cordiality lost in ceremonious phrases.

The great art is to be able to write gracefully and with ease, to suit your style to your correspondence, and while carefully avoiding all

error, to also avoid the appearance of having *studied* your letter. This facility once acquired will be found the most valuable of all mental acquisitions to every class and in every connection. In business it at once stamps a man's capacity; in society it marks the standing of lady or gentleman far more decidedly than their purse or wardrobe; in friendship it bridges over the painful chasm of separation, and takes the sting from parting; in love, in joy, in sorrow, it takes the place of those trying and momentous moments when the voice is choked with emotion, or the tears interrupt the flow of words.

In short, from the Premier in his cabinet to the labourer in the streets; from the lady in her parlour to the servant in her kitchen; from the millionaire to the beggar; from the emigrant to the settler; from every country and under every combination of circumstances, letter writing in all its forms and varieties is most important to the advancement, welfare and happiness of the human family.

Granting, therefore, that to write a *good* letter is necessary as well as desirable, it is important to consider what is requisite to attain this end, and through what form of study the writer must graduate before he can command perfection in the art.

As his letter must be legible before it can accomplish its ends, Chirography must be studied, then Orthography demands his attention, Punctuation will put in its claims for consideration, Style must occupy some thought, correct Grammar is essential, and each variety of subject will demand some variation in phrase and form.

First then to consider CHIROGRAPHY.

To write your letter in a clear, legible hand is the first object to be desired. You may strew your sheet with diamonds of thought, sparkling wit, valuable information or ideas that make it a literary prize, but if your handwriting is so bad that no one can read it, of what avail are your mental gems?

It is folly to suppose that the faculty for writing a good hand is confined to any particular persons. There is no one who can write at all, but what can write well, if only the necessary pains are practised. That you have fallen into a habit of writing badly is only an additional reason for immediately breaking yourself off the habit, and learning to guide your pen to form handsome, clear characters instead of villainous scrawls. Practise will make perfect in this as in any other mechanical pursuit, where there is no actual deformity, injury or weakness of the hand.

There are those, sensible in other respects, who have the folly to suppose that it is rather a mark of distinction to write a bad hand, and while boasting of their own illegible scrawls, will quote distinguished characters whose writing was a sealed book to most readers. No affectation can be more absurd. If you write what cannot be read, why write at all? It is surely a sad waste of time, pen, ink and paper to

make marks that are absolutely useless to a reader, or that are to consume perhaps valuable time to decipher what ought to be perfectly plain at sight.

Every word of even the most trifling document, should be written in such clear characters, that it would be impossible to mistake it for another word, or the writer may find himself in the position of the Eastern merchant who, writing to the Indies for five thousand mangoes, received by the next vessel five hundred monkeys, with a promise of more in the next cargo.

Let every word be sufficiently separated from the preceding and following word so as to stand out distinctly. Even if each letter is well formed, it will still be difficult to read a hand where the characters are huddled up closely, or the words tread upon each other's heels. A crowded handwriting is always faulty.

Remember that this, like every other art, can be acquired by patience and perseverance. Every man who has the use of his eyes and fingers can learn to write any hand that suits him. A very stiff, formal hand is not desirable, neither is it necessary to learn all the flourishes of a professional writing master. An easy, graceful formation of the letters is an art that will be found easy to master, and by writing slowly and carefully at first, and until the hand becomes perfectly familiar with the motion required, the student will acquire a facility that will enable him to write with great rapidity without interfering with the beauty of the penmanship.

Hurry is no excuse for bad writing, because any one of sense knows that everything hurried is liable to be ruined. Dispatch may be acquired, but hurry will ruin everything. You may gain the art of thinking rapidly and transmitting your ideas to paper with fluency and correctness combined, but this will still require some attention, and you gain nothing by hurry. By practising a clear, good hand, you will find that the most rapid flow of ideas will not spoil your sheet, while if you pay but little attention to penmanship, you will find that the least haste will make your writing illegible. Take time therefore at first, and you will gain time at last.

If, however, you must write slowly to write well, then be careful not to hurry at all, for the few moments you will gain by rapid writing will never compensate for you the disgrace of sending an ill-written letter.

Neatness is also of great importance. A fair white sheet with handsomely written words, will be more welcome to any reader than a blotted, bedaubed page covered with erasures and dirt, even if the matter in each be of equal value and interest.

Erasures spoil the beauty of any manuscript. Try to be sure you have the words you want before committing any to paper, but if you must alter, it is better to strike out the condemned word, and write

the substitute above it, than to scratch it out and write over it, as the second word in the latter case is rarely legible. Important passages are often entirely misunderstood by the faulty erasure of one word, and no letter is perfect that is defaced by a bad chirography.

ORTHOGRAPHY.

After having learned to form your letters, the next important consideration is to place them upon paper in their proper combination; after the alphabet comes the spelling book, and in letter writing orthography stands only second to chirography.

Many spell badly from sheer ignorance; to those the spelling book is earnestly recommended, and no other study should be undertaken till it is thoroughly mastered. When those who from faulty education, or forgetfulness, are doubtful about the correct spelling of any word, it is best to keep a dictionary at hand, and refer to it upon such occasions. It is far better to spend a few moments in seeking for a doubtful word, than to dispatch an ill-spelled letter, and the search will probably impress the orthography upon the mind for a future occasion.

Many, on the other hand, who are perfectly familiar with the rules for correct spelling, and who would deeply resent any doubt of their ability, will, through carelessness and inattention, make errors that would disgrace a schoolboy. These writing hastily, will often leave out the double consonant, run two words into one, omit mute letters, and send epistles whose errors they would blush to own, were the manuscript handed to them in cooler moments for careful perusal.

There are also words that are not in common use, that will puzzle even the experienced writer, who perhaps has heard them spoken but never seen them written or printed. The dictionary is the safest guide for such words. Some of them are indeed doubtful to any writer, as authorities differ as to the spelling, as steadfast, or stedfast, each of which form of writing is ably supported. In such cases, either way that is given by good authority is correct. But where, as in most cases, there is but one right way to spell a word, then it is unpardonable to miss it.

Strange as it may seem, it is much more frequent to find mispelled the short common words in every-day use, than the longer ones that are only desirable on special occasions, and this is probably because an unusual combination of letters forces the writer to pause and consider the word. Letters are often written where every word of three or four syllables is correct, while the shorter ones are written with a reckless disregard of the first principles of the primer, showing an anxious consideration of the former, and a cool unconcern about the latter, as absurb as it is blameable.

Incorrect spelling will expose the most important or interesting let-

ter to the severest sarcasm and ridicule. However perfect in all other respects, no epistle that is badly spelled will be regarded as the work of an educated gentleman or lady. Careless ness will never be considered, and to be ignorant of orthography is to expose an imperfect education at once.

One of the best guides for spelling, is to read carefully the works of the best authors, and observe the formation of the words as well as retain the idea. It is safest to avoid all unusual or obsolete words, and while you are simple in language you will probably be more correct in spelling. It is imperatively necessary that a good letter be correctly spelled.

Another imperative and too often neglected branch of orthography is the division of words into syllables, and the consequent use of the hyphen. It is necessary to divide words only when they are written so near the end of one line that a part of the letters must be carried over to the next line. The rules for such division are so imperfectly understood, that words of one syllable are inhumanly torn apart, and a syllable itself will be split into two pieces. Where the word is composed of but one syllable, and comes at the end of a line, if it must be carried over, take the whole of it to the next line. When words of two or more syllables come at the end of a line, seperate them in syllables according to rule, and not according to the space of the line. Carrying them round the end of the line, as if they were spilling over, is a common but slovenly habit, and should be avoided. Compound words must be divided into simple words composing them. We have seen mankind divided ma-nkind, and cattle-show cattlesho-w. The rules for the correct division of words are too long to be contained in these hints, but they will be found in every spelling book and dictionary, and an observance of them is necessary to every correct letter.

GRAMMATICAL ACCURACY.

The next essential requisite in the composition of a letter is a knowledge and correct use of the rules of grammar. Next to bad spelling, bad grammar is censurable. It is impossible to persuade your correspondents that you are well educated or a finished writer, if you so confound your grammar that your sentences expose your ignorance at once.

No beauty of simile, no interest of subject, no elegance in the selection of words, will ever compensate for an awkwardly constructed sentence, or a grammatical error in the formation of a phrase. The contrast between the gentlemen and the clown, the lady and the rustic, is never more marked than in the correctly expressed ideas of one, and the blundering phrases of the other. Nowhere is a defective education so glaringly apparent as in an ungrammatical letter, and nowhere is a

carefully worded sentence more acceptable to the reader, or creditable to the writer.

Misplaced verbs, the use of the adverb for the adjective, or the adjective for the adverb, the improper use of the relative pronoun, the mingling in dire confusion of the tenses and moods, the careless substitution of any one part of speech for one more correct, are all faults that expose the ignorant man as soon as he puts his clumsy ideas upon paper.

It is simply impossible ever to command elegance of style, without conforming strictly to the acknowledged rules of grammar. Flights of fancy conveyed in language that is an outrage upon all established principles of grammar, are so very absurd, that the more lofty or beautiful the idea, the more ludicrous the faulty construction renders them. And yet strict simplicity demands correctness, as well as the more ornate styles.

Be careful, therefore, always to put your handsomely written, correctly spelled words into grammatical sentences and phrases.

PUNCTUATION.

The correct or improper use of the points of punctuation will very often so entirely alter the sense of a paragraph, that the most reasonable suggestions become arrant nonsense, or what appeared absurd become plain, while a straightforward direction will be so twisted by the alteration of a comma or two as to become utterly incomprehensible.

In order that the meaning of words may be readily understood, it is necessary to divide them into paragraphs, sentences, and clauses, and this is accomplished only by the correct use of punctuation points. As a branch of education, the proper use of these little finger-posts of understanding, is too much neglected; but as no man wishes to be ignorant of the art of letter writing, so no one wishes his letter to be perfectly unintelligible when it is written. Yet if all his sentences run together for want of a period or two; all his clauses are connected, lacking a few commas and semicolons, he cannot complain if his correspondent fails to make the correct divisions of the subjects of his letter. If you inform a friend that "You will be surprised to hear that yesterday Mr. Smith married; his sister Jane was present," and you write it without punctuation, you must not be astonished if he inquires in his next how Mr. Smith came to marry his sister Jane.

In the art of punctuation, there is, it is true a wide scope for the exercise of taste or discretion in the writer. The alteration of a comma will often emphasize a word or clause in a sentence, or its omission give a new significance to a phrase; yet, at the same time, there are broad general rules that mark ignorance if disregarded. Clearness, ac-

accuracy and strength in composition all require that these common rules meet their due share of the writer's attention, and without them confusion will be the result of the clearest thinking.

Thus, each subject in a letter must be considered by itself, and divided from the other subjects; this will divide the composition into paragraphs. Then each subject must be sub-divided into sentences and clauses that will make the writer's ideas perfectly plain, and carry the full weight of meaning. Sometimes one word in a sentence must be set apart from other words to give it the proper emphasis, or a clause is introduced in parenthesis, which if not clearly defined would make arrant nonsense of a whole sentence. All these little niceties are accomplished by the proper use of the points of punctuation.

Some letter writers consider it quite sufficient if they dot off each paragraph with a period, leaving all the little details, so clearly defined by the use of comma, semicolon, or colon, to the imagination of the reader. This is a great oversight, and may cause the most annoying blunders. Others, again, use all the points of punctuation, and scatter them over the page so indiscriminately that they are worse than none at all; only serving to confuse the correspondent. To be valuable at all they must be used carefully and correctly.

Put a comma wherever you would make a trifling pause, were you speaking; as, "He came, he saw, he conquered."

A semicolon makes a longer pause, and an incomplete sentence; as, "Mankind is mortal; angels are immortal." The semicolon separates the sentence more distinctly than the comma.

The colon marks a sentence which is incomplete in itself, but is followed by some additional remark; in short, the colon takes the place of a conjunction; as, "Shun vice: it will lead to ruin." The colon is also used to precede a quotation, and point it off from the rest of the sentence; as, Shakespeare says: "Assume a virtue, if you have it not."

The period is used to denote that a sentence is complete; as, "Idleness is the mother of all vice."

The dash is used to denote a sudden pause, or abrupt change of sense; as, "I have suffered cold, hunger, every privation—but why speak of this?"

The interrogation point is only used after a question; as, "Was your pleasure all gone?"

The interjection point is used only to denote an exclamation; as, "Alas! all joy has left me!"

The parenthesis is used to enclose a portion of a sentence which if left out would not destroy the sense; as, "I value this trinket (a keepsake) very highly."

The apostrophe is used to mark the possessive case, and also the

omission of a letter or letters in a word ; as, "William's horse is gray," or "Gen'l Sherman commanded our division."

The caret is used to mark an omitted word, which must be written present,
immediately above it ; as, "We were all except mother."
∧

The hyphen is used to connect compound words, and at the end of a line show that more syllables are carried over to the next line.

Quotation marks are used before and after every quotation, to separate and define it; as, "Many are called, but few are chosen."

CAPITAL LETTERS.

Next in importance to the punctuation points are the capital letters. These not only set apart the sentences and paragraphs, but while their proper use adds greatly to the beauty of an epistle, their omission or improper use will make the pages present a perfectly absurd appearance. While some writers scatter the capitals profusely over every page, others again omit them altogether. Their proper use is defined in the following general rules, though sometimes emphasis will demand a violation of any strict principle :

Begin every paragraph with a capital letter.

Begin every sentence following a period with a capital letter.

Begin all proper names with a capital letter.

Begin all titles, as General, Doctor or Captain, with a capital letter.

Begin all names of places, as Leeds, Manchester, London, with a capital letter.

Begin the words, North, South, East, West, and their compounds and abbreviations, as North-east, S. W., with a capital letter.

Begin the names of the Deity and Heaven, or the pronoun used for the former, as, in His mercy—Thou, Father, with a capital letter.

Begin all adjectives formed from the names of places or points of the compass, as English, Northern, with a capital letter

Begin every line of poetry with a capital letter.

Begin all quotations with a capital letter.

Begin all titles of books, and usually each important word of the title, as Hume's History of England, with a capital letter.

Begin the name of any historical event, as the French Revolution with a capital letter.

The pronoun I and the interjection O, must invariably be written with a capital letter.

Begin all names of the month, as June, April, with a capital letter.

Begin all addresses, as Dear Sir—Dear Madam, with a capital letter.

Capital letters must never be placed in the middle of a word; never, except in accordance with the foregoing rules, in the middle of a sentence.

Handsomely written capital letters, in their proper positions, add greatly to the beauty of a letter, but out of their places they are altogether absurd.

STYLE.

The most infinite variety comes under the head of *style* in letter writing. Every mind, every subject, every occasion, will suggest a variation in the wide art, but while beauties attach to each and every one of the different styles, the most charming in most cases is the most simple. Letters generally are the expressions of thought from one mind to another, intended for the perusal of one person only, and therefore are in bad taste if any effect in style is attempted; if quotations are used they should flow easily into the general tone of the letter, and flowery language, similes or redundancy should be very carefully and sparingly used.

Of course every letter must carry its own style with its subject. Thus, the style of a lady addressing a servant would be utterly different from that used by the servant in reply; the style in addressing a stranger must vary from that used toward a familiar friend; near relatives would omit the formalities of letters of compliment, and so through the whole list. Each subject will carry its own style.

Yet the plain general rules may be found of use. The formal style rejects every phrase or word that is merely complimentary or ornamental. It is terse, clear, and easily understood, conveying the writer's ideas in the briefest form.

The matter-of-fact style is one degree above this. While there are still no idle or useless words, there is not the extreme of brevity. Words that will make the meaning clear and correct are selected, but none that are intended merely to embellish.

The easy style admits of some ornament, but only such as flows easily and readily into the train of ideas. It is the style most suited to letter writing, comprising the common-place and graceful, and adapted to many varieties of familiar subjects.

The elegant style aims a little higher, and should only be attempted by the finished scholar. It is rich in the beauties of ornamental language, while it carefully avoids too great use of choice expressions. Blair defines an elegant writer as "one who pleases the fancy and the ear, while he informs the understanding; and who gives us his ideas clothed with all the beauty of expression, but not overcharged with any of its misplaced finery.

The florid style is full of ornament, and is as much out of place

usually in a letter, as a lecture or sermon would be in a morning call.

It is style that beautifies or mars a letter, careful elegance making the most humble matter pleasing, while a laborious or over-ornate style disfigures the most exalted and beautiful ideas.

Lord Chesterfield, the old yet ever new guide in so many matters connected with polite society, says:

"It is of the greatest importance to write letters *well;* as this is a talent which unavoidably occurs every day of one's life, as well in business as in pleasure; and inaccuracies in orthography or style are never pardoned. Much depends upon the manner in which they are written, which ought to be easy and natural, not strained and florid. For instance, when you are about to send a *billet doux*, or love letter to a friend, you must only think of what you would say to her if you were both together, and then write it; that renders the style easy and natural; though some people imagine the wording of a letter to be a great undertaking, and think they must write abundantly better than they talk, which is not at all necessary. Style is the dress of thoughts, and let them be ever so just, if your style is homely, coarse, and vulgar, they will appear to as much disadvantage, and be as ill received as your person, though ever so well proportioned, would, if dressed in rags, dirt, and tatters. It is not every understanding that can judge of matter; but every one can and does judge, more or less, of style; and were I either to speak or write to the public, I should prefer moderate matter, adorned with all the beauties and elegancies of style, to the strongest matter in the world, ill-worded and ill-delivered."

It is of course impossible to follow any imperative rules for style in letter writing. With every variety of subject, every class of people, what is just and proper in one case, becomes downright absurdity in another. Letter writing being but written conversation, the best style for writing is the style that you would use in speaking, were you face to face with the person to whom you are addressing your letter.

The great faults to be avoided are too much attempt at the florid style, too long sentences, tautology, repetition, and underlining. As a rule, the simpler the language that will fully convey the writer's ideas, the better the style. Quotations should be used very sparingly, and a profusion of adjectives carefully avoided. Very long sentences should also be used but seldom, if at all. They are almost invariably confusing, and make the writer's meaning obscure, where a short sentence would make it perfectly clear. The parenthesis, if used, should be carefully punctuated, or separated by a dash from the main sentence, as, "Sarah—who is, you know a confirmed invalid—is as well as usual."

Tautology, or the too frequent repetition of the same words, is a very common fault, and one that may be avoided by the study of synonyms, and a command of the vocabulary. The same idea in our language may be conveyed in so many and varied forms that there is no necessity for tautology. Repetition of the same fact or idea is another very common fault. An idea that the writer desires to impress forcibly upon the reader, written once in strong, clear language, will interest him more than the same idea conveyed over and over again until it becomes tedious and is thrown aside in disgust.

Underlining is generally a waste of time. It is sometimes necessary to enforce a sentence by the marked emphasis of a word, or a whole sentence may need the underline to convey the writer's idea; but this is an exception, the rule being that clear, strong language is more forcible than any underlining.

Be careful to avoid plagiarism. Your own ideas, conveyed in your own words, must be given in your letter if you would not expose yourself to the keenest ridicule.

ABBREVIATIONS.

Abbreviations are seldom in good taste except in official or business letters, where they are not only allowed, but often absolutely necessary. In friendly correspondence good breeding will omit them entirely. Yet when they are used they should be written in accordance with rule. Always place a period after any abbreviated word, and an apostrophe where letters are omitted in the middle of the word. Thus: Capt., Lieut., and Gen'l. The contraction & is only permitted when connecting the names of a firm, as, Messrs. White & Caldwell.

All the little abbreviations of words in every-day use, as can't for cannot, won't for will not, are vulgar in a letter, and should be avoided. Such contractions give your page an appearance of haste and carelessness. They do not save time enough in their use to make up for their awkward appearance, and, besides, it is more of a compliment to your correspondents to allow them to suppose you gave them at least as much time and care as were required to put your thoughts into words.

As a rule all abbreviations should be avoided.

FIGURES.

Figures should be very sparingly used in letters.

The date must be given in figures, and any date mentioned in the body of the letter must also be written in figures.

Sums of money written in words are usually repeated in figures enclosed in a parenthesis, as, four thousand pounds (£4,000.)

QUOTATIONS.

Quotations should be used as a very rare luxury, as they are apt to give an appearance of pedantry and studied effect. When they are given, they should have a separate line, commence with a capital letter, and be carefully placed within inverted commas or quotation marks, or you may be accused of endeavouring to pass off the ideas of another, for your own. Thus, in writing the quotation,

"A thing of beauty is a joy for ever,"

as above, no one can suspect you of plagiarism.

Carefully avoid the use of words in a foreign tongue, or phrases in any but your own language. If your correspondent is familiar with the language, you will probably waken a derisive smile for your attempted display of knowledge, and if you address one ignorant of your meaning, you may unintentionally wound by touching such ignorance.

If, however, in an easy correspondence with one who can reply to an apt quotation, or word in another tongue, you use such quotations, be very careful that they are strictly correct, or you may get well laughed at for your attempt at display.

SLANG WORDS AND PHRASES.

The use of slang words and phrases, which disfigure so much of modern correspondence, is in bad taste, and even when commenced in playful familiarity is apt to run into vulgarity. The great error in using such expressions is obvious to any writer of refined taste, and yet, so great is their use in the present day, that almost unconsciously they slip into polite conversation and letter writing. There is a fashion, too, about them, and the word or phrase that to-day comes from the lips of a refined gentleman, will to-morrow be cast out of good society entirely.

It is a mistaken idea to suppose that the use of slang will ever supply the place of wit. True wit will find its expression in correct English quite as quickly as in the vulgar expressions called slang, and where there is no true wit in the mind, rest assured that the whole vocabulary of slang will never supply the deficiency.

SUBJECT.

Having discussed the manner of letter writing, we come next to the matter or subject.

This will vary with probably each one of the millions of letters written daily, in some particular. Every letter must have some foundation. It will, of course, vary with the writer's position and interests and those of the recipient of the letter. Often the letter seems a formidable task from the simple fact that there is no especial subject or occasion for writing it, but it is absurd to suppose that letters from relatives and friends must wait for special communications.

Remember that letters are written conversations. Write as you would speak, were your correspondent beside you, and try to select such ideas as will interest and please. But where your letter is written for a special purpose, and you have one or more subjects to consider, endeavour so to arrange the branches that you will make each idea perfectly distinct and clearly defined. Do not let one subject run into another, but give to each one a place and paragraph, carefully noting all that you wish to say upon one point, before you begin to write upon another.

It will require some practice and tact to divide such letters, without stiffness or formality, but it is better to appear a little precise than to jumble up the various points under consideration into a confused mass.

It is generally best in all but business letters to begin with some little introduction, as perhaps an apology for delay, an impatience for a letter from your correspondent, or perhaps a little leading to the important matter that may follow your preface. Then let the most important portion of your communication follow, and dwell upon what you wish most to impress, other subjects following in proper order, and the whole letter ending with expressions of regard or sympathy.

The consideration of each form of letter in the body of this work will lead to further remark as the different subjects come under consideration.

DATE.

Every letter or note should be carefully dated. It will prevent confusion, stamp events upon the memory, and mark care in the writer. The date of a letter comprises the city, village, or town, and county in some instances, day of the month, month and year. If you are writing from an hotel, put the name of the hotel, if from a small place, mention the village and county.

Write the date in the right-hand corner of the first line of your sheet; if it is a long one, put the name of the month and the year on the next line, as:

TODMORDEN, LANCASHIRE,
May 1st 18—.

But where the county is not mentioned, one line will usually suffice for the entire date, as:

MANCHESTER, March 28th, 18—.

In dating a note, the day of the week is often given instead of the name of the city, as:

THURSDAY, March 28th, 18—.

POSTSCRIPTS.

Always endeavour so to arrange your letter, that you may have no occasion for a postscript. Like all other after-thoughts they are awkward additions to the leading purport of a letter, and are best avoided.

If, after you have completed and signed your letter, an event occurs that will interest your correspondent, or you learn some item of importance or interest, you may add a postscript, stating why your communication is not in the body of your letter.

Never send a message of compliment in a postscript. It is a glaring breach of etiquette, and often a gross disregard of feeling to send such a postscript. To write a long letter upon various matters, and in the postscript request to be remembered to your correspondent's family is an outrage. What would be a compliment in the letter, becomes a positive insult in the postscript.

FORMS OF ADDRESS.

The various forms of address must of course alter with the different subjects and occasions for letters. "Dear Sir" and "Dear Madam" are usual even where the parties are entire strangers to each other, and every position will call for the title belonging to it, in the addresses of a letter ."Honoured Sir" for a clergyman, and "Sir" where great formality is requisite. If addressing a maiden lady, the full name looks better than "Dear Miss."

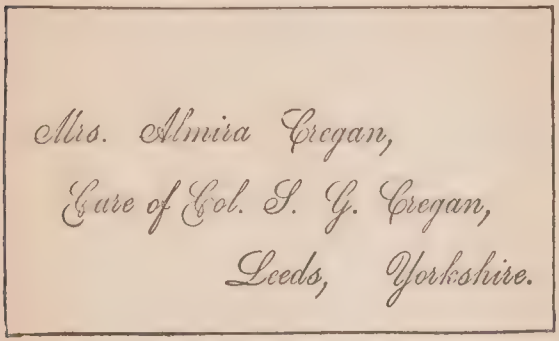
The signature is preceded also by some form of compliment, but a the following pages will give specimens of each form of address, it is unnecessary to enlarge upon them here.

THE SUPERSCRIPTION.

The present fashion of envelopes have made any hints with regard to folding letters superfluous, but the direction is of primary importance. It is customary to write this as near the right hand corner of the envelope as practicable, but if preferred, the first line looks equally well in the centre of the blank.

The name must occupy the first line, then, if directed to the care of

a firm or individual, this must take the next line, then the city, or town, and finally the county. Thus:



ANSWERS.

All letters require some answer, and often the importance of a communication depends entirely upon the reply.

Certain forms of courtesy are always to be complied with, and among these the prompt answering of letters is prominent. It is a great breach of politeness to omit to answer a letter, or to leave it so long that the inquiry may well be forgotten, or the compliance with a request useless.

Never answer a letter by proxy when you are able to write yourself. It is a mark of respect, of affection, of kindness, to write yourself an answer to any communication that may be addressed to you.

If you write to grant a favour, the words will come with an added graciousness from your own pen. If you must refuse, your own words, delicately expressed, and your reasons given with the marks of regret, will lighten the pain of your non-compliance with the wishes of your correspondent.

Nothing will stamp you as a lady or gentleman more decidedly than to give a prompt, courteous, and intelligent reply to all letters addressed to you.

The first requisite is promptness. If you receive a letter making inquiries that will require time to answer, write and acknowledge the receipt of the letter, and state the reason of delay in sending the desired information.

GENERAL HINTS.

Notes of compliment must always be written in the third person.

An impertinent letter is best treated with silent contempt.

Never write carelessly. You can never be sure that your letter will meet only the eyes for which it is intended.

Never write in pencil. It is always careless, often rude.

Never write on a half sweet of paper.

Avoid pedantry; it is the sign of empty-headed conceit.

Never write a congraulatory letter upon mourning paper, even if you are using it habitually.

If you make an ill-formed letter, let it alone. You will not improve it by patching, but the endeavour to do so will be distinctly visible in most cases.

In adding your own address to a letter, put it under your signature, thus:

Very Respectfully,
PAUL G. CHESTOR,
No. 37, MARKET STREET,
ROCHDALE,
LANCASHIRE.

When sending a letter requiring an answer upon your own business, always enclose a stamp for the reply.

Never write an anonymous letter, or, even if you are certain you know the author of one received, never answer it. Nothing but silent contempt should meet such cowardly, underhand epistles.

Avoid gossip. Friendly intelligence, if you are certain it is true, may be communicated, but "they say," and "it is whispered," are detestable preludes to usually most arrant gossip.

Always enclose a stamp in a letter requesting an autograph, or a reply on your own business.

Date every letter clearly and carefully. It is often of the utmost importance to know when a letter was written.

Be careful not to repeat the words "but" and "and" too often; a frequent mistake with inexperienced writers.

Tautology is another error of frequent occurrence, and consists of using the same word very often, in close proximity; as, "I went to buy a bonnet, I saw a great many pretty bonnets, and bought a pink bonnet." This sentence should read: "I went to buy a bonnet, of which I saw a great variety, and purchased a pink one."

Sit erect while writing, as, if you write constantly, a stoop will surely injure your figure and your health.

Use simple, correct language, and avoid all efforts at fine sentences

or forced similes. Pure, sound English is more elegant than quotations in a foreign tongue.

There are six parts to every letter: The date; the complimentary address; the body of the letter; the complimentary closing; the signature; the address or superscription; thus:

(*Date*). Boston, May 3d, 18—.

(*Complimentary address*), JOHN ELLMORE, ESQ.,

DEAR SIR:

(*Body of the letter*), You will see by the date that I have arrived at my destination safely. To-morrow I shall endeavour to see the gentlemen who have invited me here, and hope soon to write to you that our business was satisfactorily arranged.

(*Complimentary closing*), I am, my dear sir,

Yours, very truly,

(*Signature*), W. T. HOPKINS.

(*Address or superscription*), JOHN ELLMORE, ESQ.,

No. 38, MADISON SQUARE,

CAMBRIDGE,

CAMBRIDGESHIRE.

THE WIDE WORLD LETTER WRITER.

LETTERS OF INTRODUCTION.

THE first requisite in letters of introduction is brevity, as they are usually read in the presence of the person presenting them, and, at best, make an awkward pause during their perusal. You may speak in such a letter in the warmest and most cordial terms of your friend, but praises are as much out of place as they would be spoken at a personal introduction. This rule does not apply to such as introduce those who come for a favour or a position, which partake more of the character of letters of recommendation.

Letters of introduction must be invariably left unsealed, for it is a great error in etiquette to prevent the bearer from reading what you may have written. If your letter introduces a friend in a business or professional capacity, mention what is his business or profession, and if your own knowledge of him is slight, you may mention by whom he was introduced to you. If an artist, you may always speak of the pleasure his skill may have given you.

Letters of introduction to those seeking favours should be sparingly given, and never unless you are thoroughly acquainted with the applicant's claims for such favours.

In the left hand corner of the envelope containing a letter of introduction, write the name of the party intro-

duced, that the person addressed may see at a glance the nature of the letter. Thus, a letter introducing Mr. James Price, of Lincoln, to Mr. John Lewis, of Rugeley, should be directed,

Mr. John Lewis,
Rugeley,
Staffordshire.

Introducing Mr. James Price, of Lincoln.

The most agreeable and elegant way of presenting a letter of introduction at a private house, is to send it by the servant to the person addressed, with your visiting card.

If presented at a counting house, when you send your card into the counting house, send your letter with it.

Introducing a Young Musician to a Lady Friend.

Bradford, June 3d, 18—.

My Dear Mrs. Holster.—My young friend, Mr. Lawrence Ames, being about to visit your town, it gives me much pleasure to introduce him to you, knowing your great love and keen appreciation of the art to which he is devoting his attention. He is desirous of visiting the musical resorts of your town, and I know of no one who will offer him more valuable and kind assistance in his selection than yourself.

With best regards to your family,
I am, my dear madam,
Ever your friend,
John Grantley.

Mrs. William Holster.

Introducing one Lady to another.

Bangor, April 7th, 18—.

Dear Laura:

It gives me great pleasure to have this opportunity of introducing to you my dear friend, Mrs. Kendall, of whom you have often heard me speak. I feel sure that two friends so dear to me will find as much pleasure in their acquaintance, as they have each afforded me. Any attention that you find it pleasant to show to Mrs. Kendall, during her stay in your town, will be highly appreciated by

Your sincere friend,

Mary C. Kay,

Mrs. L. C. Cushing.

Introducing Prof. Payne to Prof. Myers.

Glasgow, May 12th, 18—.

Respected Friend,—Prof. Payne, who is, no doubt, well known to you by reputation, is desirous of visiting your college, and judging personally of the peculiarities of your admirable system. Being anxious to offer him every facility, I venture upon our slight acquaintance to present him to you, trusting that two minds so congenial in pursuit, may find a mutual pleasure in friendship

I am, sir,
Very respectfully,
Your obedient servant,
L. J. Somers.

Prof. M. L. Myers

Introducing a Gentleman Seeking a Clerkship.

Wakefield, Jan. 17th, 18—.

My Dear Mr. Carleton,—Knowing your extensive connection and influence with the business community of your town, I take the liberty of an old friend, and ask your kind favour for the bearer, Mr. John Wilkes. He has been in my own counting house for several years, and nothing but the necessity of reducing the number of my clerks would induce me to part with him. For any required reference, you will use my name.

Feeling assured that your kindness will favour my request,

I am, as ever,
Your friend and well wisher,
Martin Holmes.

Lewis Carleton, Esq.

Introducing a Young Lady seeking Employment.

KENDAL, May 16th, 18—.

MY DEAR MRS. HILL,—My young friend, Miss Mary Armstrong, being desirous of finding some employment in your town, I take the privilege of old friendship to solicit your kind aid in her endeavours. She has been highly educated, particularly in the study of languages, and I feel assured you need have no hesitation in recommending her to any of your friends who may need a teacher.

Her gentleness with children makes her especially adapted to their tuition.

Trusting that it may be in your power to assist her, I commend her to your friendship.

I am, as ever,
Your sincere friend,
L. T. WILSON.

MRS. J. HILL.

Introducing a Sister to a Schoolmate.

CHESTER, Feb. 17th, 18—.

DEAR HANNAH,—My sister Julia, of whom you have heard me speak so often, is about to visit your town, and is very desirous of seeing the Pythias of my Damon. Words of ceremony are entirely useless in introducing you to her, for already you must feel acquainted through the medium of my chattering tongue. I therefore solemnly bid you both to love each other as dearly as I love you both.

Most lovingly yours,
SUSIE.

MISS HANNAH COLTON.

Introducing a Young Married Couple travelling, to a Friend.

Devonport, Oct. 3rd, 18—.

My Dear Miss Fisher,—My dear friends Mr. and Mrs. Shelton, purpose visiting your town in the course of their wedding tour. It gives me great pleasure to make you acquainted with friends whom I value so highly, and to secure for them a friendly greeting in a town they have never before visited.

Any attention it may be in your power to extend to them, will be gratefully acknowledged by

Your sincere friend,

Helen Graham.

Mrs. James Fisher.

Introducing a Lady about to change her Residence to a Friend.

Blackpool, Aug. 20th, 18—

My Dear Lizzie,—In losing my friend and neighbour, Mrs. Dayton, who is about to remove to your town, it gives me some comfort to think that my loss is to be your gain. I feel sure that if anything can compensate my friend for the loss of home, friends and faces, it will be the formation of another social circle such as you introduced to me in my last visit to you.

Will you then, to this homesick little lady (as she promises to be) extend your cordial smiles and greeting, for the love of

Your old friend and schoolmate,

Mary Curtis.

Mrs. Geo. Hayes.

Introducing a Wounded Officer to a Gentleman Friend.

PETERBOROUGH, June 14th, 18—.

DEAR CHARLIE,—My friend and comrade, Lieut. Hastings, has determined to spend a brief leave of absence in your town, having a desire to visit the chief points of interest. A severe wound, received in battle, makes it necessary for him to take but little exercise, so I have ventured to boast of that famous horse and buggy of which you wrote me you were the fortunate possessor. To your tender mercies, therefore, I commit the disabled hero and expect glowing accounts of your hospitality and skill as a guide.

Longing to see you, and envying this letter its journey and destination,

I am, my dear fellow,
Yours in friendship,
WILL.

CHARLES HEPBURN, Esq.

Introducing a Schoolmate to a Married Brother.

LIVERPOOL, Sept. 4th, 18—.

DEAR BOB,—Open your doors and heart, and welcome my chum, Joseph Wheeler, who, you assured me in your last, would meet a cordial welcome on his arrival. He will only make you a brief visit, and then return to the protecting arms of Alma Mater. He is seeking health, so you are not to drag him up any of those awful hills to which you introduced me last year. Tell my sister that I have described her soups in such glowing terms that the recital left me savagely hungry.

Depending upon your brotherly love for my friend's reception, I am

Ever your affectionate brother,

JOHN.

ROBERT SHERMAN, ESQ.

Introducing a Soldier to a Lady Friend.

ALDERSHOT, Aug. 5th, 18—.

MY DEAR MRS. TATEM,—The bearer of this, James Wilcox, has been in my company for three years, but being disabled from further service by sunstroke in India, is on his way home to recruit and find employment. He is very desirous of visiting the points of interest in your town, as he is obliged to pass through now, and may not have another opportunity soon. Knowing your patriotism and desire to compensate by every kindness the brave boys who have suffered for our country, I ask your attentions for my friend. Believe me that any courtesy you may extend to him, will be regarded as a personal favour by

Your friend and servant,

J. L. WAYNE.

MRS. T. C. TATEM.

Introducing a Young Farmer seeking City Employment.

ROMFORD, ESSEX, June 5th, 18—.

MY DEAR FRIEND,—The bearer, Mr. James Potts, having been my friend and neighbour for five years, and knowing that I am an old resident in your city, has applied to me for letters that will enable him to form acquaintance with some of the citizens. It gives me pleasure to introduce him to you, and to solicit your influence in his endeavour to obtain employment. If he but carries

into business the same honourable enterprise, energy and steadiness that have characterized his life here, rest assured you will never regret having such a friend.

With kind regards to your family, I am

Your truly,

JOHN JONES.

ERZA BOLTON, Esq.

Introducing a Soldier to the Writer's Mother.

YORK, March 18th, 18—.

DEAR MOTHER,—The warm desire you have expressed in your late letters to become acquainted with my comrade, John Campbell, makes this opportunity to present him to you most acceptable to me. I have assured him that your house and heart are open to one so dear to your absent son, and I leave it to you to confirm my statement.

With warmest love for all at home,

I am, as ever

Your loving son,

HARRY.

MRS. HARRISON GILMORE.

Introducing a Brother Officer to the Writer's Wife.

WIMBLETON, July, 30th, 18—.

DEAR CHARLOTTE,—My friend and comrade, Capt. Seymour, being about to leave us for a short visit home, has kindly consented to take in Liverpool in his trip, and give you personal assurances of our comfort and welfare. You will need no further introduction, I know, than my asser-

tion that the bearer is my dear friend, and, in your absence, my greatest comforter.

Kiss the babies all round for me,

Believe me ever

Your loving husband,

G. C. Wilkins.

Mrs. G. C. Wilkins.

Introducing a Clerk to an old Fellow Clerk.

Dewsbury, Dec. 22nd, 18—.

Dear Fred,—My friend, William Toliver, is anxious to know the former occupant of his position at my elbow, facing Hill & Co's books, and as he is to pass the holidays in your town, I take pleasure in introducing him to you. I quite envy you the long talks you will enjoy, comparing notes of your experience, and expect the gratitude of both for an acquaintanceship that I am sure will prove mutually agreeable.

Ever your friend,

Dear Fred,

R. L. King.

Mr. Fredrick Bates.

Introducing a Lady in Search of a Governess to a Lady Friend.

Huddersfield, Jan 11th, 18—.

My Dear Mrs. Keyser,—Hearing through our friend, Mrs. Jones, that your daughter's marriage would enable you to dispense with the services of her excellent governess, I hasten to introduce to you my friend Mrs. Roper, who is anxious, if possible, to secure her for her two little

girls. Should she be without an engagement, I can assure her that a pleasant home and congenial society will await her at Mrs. Roper's,

With kind regards to your family, I am

Ever your friend

JANE HALL.

MRS. E. C. KEYSER.

Introducing an Officer to a Brother Officer.

CAMP, CASTLE HILL, SCARBOROUGH, July 2nd, 18—.

DEAR ROGERS,—My friend and comrade, Mr. Krider, 112 Light Infantry, being anxious to view the fortifications round your home, I commend him to your brotherly care, prophesying a most agreeable visit for both of you. As he is an entire stranger in your locality, will you kindly conduct him to a comfortable hotel, my own experience having taught me that there is a decided choice.

Any attention you may extend to him, will be highly appreciated by

Your friend and old comrade,

J. L. STOKES.

P. ROGERS, Esq., Royal Artillery.

Introducing a Young Married Lady to a Friend in her new Home.

CARLISLE, Dec. 4th, 18—.

MY DEAR ELIZA,—In introducing to you the bearer, Mrs. Lewiston, I am happy to know that I shall be the means of securing for her a pleasant friend in her new home. She has but recently left her circle of girlhood's friends, and her husband having decided to reside in your town she will be thus thrown almost entirely among stran-

gers. Any attention it may be in your power to extend to her will be deeply appreciated by me.

With much love to you family,

I am, as ever,

Your loving friend,

KATE.

MRS. E. C. HASTINGS.

Introducing a Daughter about to make a Visit

CHELSEA, Nov. 27th, 18—.

MY DEAR MRS. LEIGHTON,—In compliance with your kind and cordial invitation I send the bearer, my daughter Susie, to spend a few weeks in your delightful country home, trusting that her visit may be as happy for you and for her as mine was last winter. With a most cordial echo of your loving wish that our children may be as warm friends as their mothers have always been,

I am, with warmest good wishes,

Your sincere friend,

JANE E. HAWES.

MRS. R. LEIGHTON.

Introducing a Husband to an Old Schoolmate.

CHEPSTOW, June 23d, 18—.

DEAR LUCY,—Will you extend to the bearer the friendship you promised him when I wrote you how dear he had become to me. I am quite convinced that you will forgive me for forsaking the maiden sisterhood when you see my apology. Allow me then, formally to introduce to your favourable consideration my husband, Frank Lester, who will probably remain for a week in your town. Greet-

ing him for my sake, I trust you will soon be friends for his own.

With warm love, I am, dear Lucy,
Ever your friend,
Mag. Lester.

Miss Lucy Hano.

Introducing a Gentleman to a Lady Friend.

Lowestoff, May 5th, 18—.

My Dear Miss Conway,—My friend, Mr. John C. Kline, purposing to make his home in your town, I venture upon the kind hospitality you have always extended to me, to introduce him to yourself and family. Trusting that the acquaintance will be as pleasant as mine has been with both yourself and him,

I am, very respectfully,
Your friend and well wisher,
Fred. E. Conklin.

Miss Helena Conway.

Introducing a Literary Lady to a Publisher.

Derby, March 30th, 18—.

Mr. Marcus L. White:

Dear Sir,—The bearer, Mrs. O. C. Faulkner, is a highly valued friend of mine, and one who will, I think, before long, make herself a name in the literary world. She is visiting London, hoping to introduce her first book to the public, and I take the privilege of old friendship in requesting your consideration of her claims.

Hoping that you will be able to come to an understanding of mutual pleasure and benefit,

I am, my dear sir,
Truly your friend,
Joseph Gray.

Introducing a Governess.

Grange, May 13th, 18—.

My Dear Mrs. Williams,—It gives me much pleasure to introduce to yourself and family Miss Mary Wyman, who has been for the last two years a resident in my family, and the instructress of my three little girls. Having become warmly attached to Miss Wyman, it consoles me for her loss to know that she will be with a friend I value so highly as yourself, feeling confident that you will find mutual pleasure in a closer acquaintance.

With kind regards to Mr. Williams and your daughter,

I am, my dear friend,

Your's sincerely,

L. T. Davis.

Mrs. J. Williams.

LETTERS ON BUSINESS.

LETTERS on Business should be clearly expressed, and as brief as is consistent with a perfect understanding of their subject. They should carefully exclude all personal matters, as the time of a business man is valuable, and in his counting house he has none to spare for unnecessary letter-reading.

Legibility is of great importance in a business letter, and a good clear style is most desirable. Avoid all flourishes in either penmanship or language. The most important point in a business letter is a perfect clearness of expression, that the most stupid of clerks may be able to fulfil your request without fear of an error. It is safest to carefully read over every paragraph in such a letter, to be certain that no one can mistake its true sense.

Whether you are writing of your own business or that of another, follow the rules of brevity and distinctness. Come at once to the subject of your communication, and be very careful that no half-direction will oblige the reader to guess what you want. Have clear and perfect ideas of your wishes in your mind, and then transmit them to paper. There is no greater annoyance to a business man than to be obliged to decipher an ill-written, imperfectly-expressed, and obscure letter upon important business.

Promptness is another important requisite. Let your own orders allow of ample time for filling whenever it is possible, and always endeavour to answer business letters by return of post. It will stamp your character as a business man more firmly to be a prompt correspondent, than any one branch of your profession or trade.

Ordering a supply of goods for a Country Shop.

BRIGHOUSE, YORKSHIRE,
March 28th, 18—.

MESSRS. HILL & EVANS, York:

GENTLEMEN,—Having just opened a large shop in this village, with every prospect of success, I should be happy to deal with your firm for drapery. I desire to refer you to Mr. James Wilson, 40 —— st., with whom I have long been acquainted, and who will answer any questions with regard to my business capacity and standing.

As this however is our first transaction, I shall be prepared to pay the Joint Stock Banking Company upon delivery of the goods, if you will send me your account, with the usual discount for cash, by a previous mail.

Enclosed please find the order, which I should wish filled as early as possible.

I am, gentlemen,
Very respectfully,
J. L. TREHERNE.

Answer to the Foregoing.

YORK, April 1st, 18—.

MR. J. L. TREHERNE:

DEAR SIR,—Your favour of the 28th inst. received. It gives us much pleasure to open an account with you, Mr. Wilson having spoken in warm terms of your capacity.

We have this day forwarded to your address the goods according to your invoice, but being desirous of obtaining your approval of their quality and value, will await your examination for the enclosed bill, which is subject to 5 per cent discount for prompt cash. A post-office money order, or draft on one of our town banks, will suit our convenience.

Hoping to hear from you whenever you desire goods in our line,

We are, my dear sir,

Yours Truly,

Hill & Evans.

Letter Ordering Drapery Goods from a Firm just starting Business.

Whitehaven, Cumberland,
May 15th, 18—.

Messrs. Wright & Philips, Leeds:

Gentlemen,—Having heard through Mr. Mansfield, your warm friend, and a gentleman with whom we have had large dealings, of your enterprise, and being desirous of affording you every encouragement in our power, we forward an invoice for £— worth of goods, for the payment of which we will transmit our note at thirty days. Should the quality and prices of your goods equal those we have been in the habit of purchasing, you may rely upon our future orders, as our own business demands.

Wishing you every success,

We are, gentlemen, yours truly,

Jones & Hart.

Answer to the Foregoing.

Leeds, May 20th, 18—.

Messrs. Jones & Hart:

Gentlemen,—Your favour of the 15th inst. received. We have this day forwarded to your address the goods according to your order, and trust that they will reach you safely, in good condition, and prove satisfactory.

We feel confident that we can execute your orders as promptly, reasonably, and satisfactorily as any firm in the town, and hope to hear from you again.

Thanking you most sincerely for your kindly expressed good will,

We are, gentlemen,
Yours obediently,
WRIGHT & PHILIPS.

Letter of Complaint for Imperfect Goods.

SWANSEA, Aug. 24th, 18—.

MR. PETER S. MARKHAM:

DEAR SIR,—For the first time in a long business connection with your house, I am obliged to complain of the quality of the goods forwarded to me by the last steamer. They were so imperfectly packed that much of the crockery was broken by jolting together, while the finer kinds of glass and china are very inferior to the last sent at the same price. I am reluctant to offer the goods to my customers, and unless my order can be executed more efficiently, I shall be compelled to send it to another house.

Hoping to hear from you soon,
I am, very truly your's,
DAVID FLOYD.

Answer to the Foregoing.

NEWCASTLE, Sept. 1st, 18—.

DAVID FLOYD, ESQ.:

DEAR SIR,—I regret extremely that you were obliged to complain of the quality and imperfect packing of your goods, but hope that the order that I have dispatched by to-day's steamer will prove satisfactory.

A dangerous attack of illness, which confined me to my room for three weeks, compelled me to trust everything to my clerks during an unusually busy season.

Your complaint, I regret to say, is not the only one I find upon my desk on my return to business.

If you will return to me the goods sent by my clerk, and deduct from our account the expenses of carriage, etc., I will feel obliged.

Trusting that one mistake will not cost me your patronage,

I am, my dear sir,
Very truly yours,
P. S. Markham.

Requesting Information with regard to a proposed Site for a Shop.

Castleford, Feb. 15th, 18—.

Walter L. Fish, Esq. :

Dear Sir,—Being desirous of establishing my son in a branch shop to carry on the same business in retail that I now do in wholesale, I am looking out for a favourable position to establish a new shop. I have heard there is no good grocer's shop near you, and that a lot in a desirable position is now vacant in your town, and offered for sale upon reasonable terms. I take the privilege of a friend in asking if you can give me any information in regard to such a lot, and also would like to know your opinion of the expediency of establishing a first class grocer's shop upon it.

Yours very truly,
John Cutts.

Answer to the foregoing.

Queensbury, Yorkshire,
Feb. 18th, 18—.

Dear Sir,—I have made the desired inquiry with regard

to the vacant lot in Main st., and find the owner will dispose of it upon easy terms to a cash customer. As there is no first-class grocer's shop in the village, and the very second-rate one is some distance from the centre of the place, I think your son has every prospect of success if he establishes himself here.

Any further information it may be in my power to give you, is most heartily at your service.

W. L. Fisher.

John Cutts, Esq.

Proposition to Sell Goods on Commission.

Otley, Yorkshire, May 3rd, 18—.

Messrs. Lewis & Camp:

Gentlemen,—As you are aware from my former orders from your firm, I have been doing a good business in this place for several years, but seeing now a favourable opening for a large increase of sales, I am anxious to obtain a supply of goods to sell upon commission, as my means will not warrant me in the necessary outlay. I think my long standing connection with your firm will be sufficient guarantee that I would not send for goods on these terms, were I not quite sure of their disposal, but if required I will give you full security against any loss.

If you are disposed to send the required goods, will you execute the following order, and let me know your most favourable terms.

Your obedient servant,

Reynold Kelly.

Answer to the Foregoing.

Liverpool, May 5th, 18—.

Mr. Reynold Ke lly.

Dear Sir,—We have sent to-day, per L. & N. W. Railway, the goods ordered in your letter of the 3rd, which we place at your disposal, subject to a commission of ten per cent.

Your own position, and our long experience of your integrity, punctuality and business capacity, make us willing to trust the goods in your care without further security than your own receipt therefore.

Very truly yours,

Lewis & Camp.

Proposing to open a Business Account.

Heywood, Lancashire, May 10th, 18—.

Messrs. Wolfe & Ray, Hartlepool.

Gentlemen,—Having established a business here which is rapidly increasing, we are desirous of opening an account with your house. We should be happy to receive from you a list of your goods, with your terms of trade, settlement, &c.

Should you feel willing to make an arrangement with us, Mr. John Lee of your town will give you any information desired with regard to the condition of our affairs.

Hoping to hear from you soon, we are,

Yours Truly,

Mansfeld & Gray.

Answer to the Foregoing.

Hartlepool, May 25th, 18—.

Messrs Mansfield & Gray :

Gentlemen,—Your favour of the 10th received. We should be pleased to open an account with you upon our usual terms for the trade.

Any order with which you may favour us will be promptly executed, and, we feel quite confident, satisfactorily.

We are, gentlemen,

Very truly yours,

Wolfe & Ray.

Apologizing for delay in the payment of an account.

Tadcaster, Jan., 13th, 18—.

Dear Sir,—I regret extremely that it is out of my power to settle my account with you as usual. A general depression of business in this vicinity has made it very difficult for me to collect the sums due to me by my customers, and consequently embarrassed me. I think, however, that I can safely promise you half, if not the whole sum, by the end of next month, if you will allow me that time to endeavour to press my own claims,

Your's very Truly,

Samuel Judson.

Mr. P. T. White.

Answer to the Foregoing.

Manchester, Jan. 18th, 18—.

Mr. Samuel Judson :

Dear Sir.—Your favour of the 13th received. I shall

not be inconvenienced by waiting for the amount of your bill until the end of next month, and should be sorry to appear importunate to so old a customer as yourself, and one who has been so invariably punctual in meeting his obligations.

Hoping that business will soon revive in your vicinity,

I am, my dear sir,

Yours truly,

P. T. White.

Requesting the Terms for Buying a Country House.

Lambeth, April 8th, 18—.

Dr. Leon R. Colton :

Dear Sir,—Understanding that you are about to dispose of your house, and being myself desirous of purchasing one, I write to inquire upon what terms you are willing to part with it. If you can give me a description of the house, number of acres of land, with its exact location, I should be pleased ; or, if perfectly convenient to yourself and family, I will drive over at any time you will appoint, and see the place.

Very truly yours,

R. Lockhaven.

Answer to the Foregoing.

Rose Grove, April 10th, 18—.

R. Lockhaven, Esq. :

Dear Sir,—Your favour of the 8th received. I should be very happy to show you my place any afternoon that it may suit you to drive over. Having built the house for my own residence, I think you will find it comfortable and convenient in every respect ; the grounds cover fifteen

acres, all under cultivation, and the railway station on the Lambeth road is within five minutes' walk of my door. My terms of sale would be £6,000., cash, or £6,500., subject to mortgage.

Hoping to see you soon,

I am, my dear sir,

Very truly yours,

L. R. Colton.

Letter Complaining of an Error in an Invoice.

Holmfirth, Yorkshire.
May 25th, 18—.

Messrs. Gordon & Warren :

Gentlemen,—Upon examination of the invoice accompanying your last lot of goods, I find that I am charged with one hundred yards of ingrain carpeting, which I neither ordered nor received. I enclose copy of the invoice, that the error may be rectified.

I am, gentlemen,

Yours Truly,

Michael S. Torr.

Answer to the Foregoing.

Halifax, May 30th, 18—.

Mr. Michael S. Torr :

Dear Sir,—We regret that you should have been put to any trouble by the carelessness of a clerk, who having proved incompetent in many respects, has left our service. We enclose a corrected invoice of the goods forwarded to you, and beg to apologize for the error.

Your obedient Servants,

Gordon & Warren.

Introducing a Successor in Business.

Southport, May 22nd, 18—.

Messrs. Hart & Evans :

Gentlemen,—The bearer, Mr. John Hartwell, has been for sixteen years in our counting house, and last winter was admitted as junior partner in the firm. Having purposed for two years past to retire from business, and being desirous of having the large establishment turned over to trustworthy and reliable hands, we have carefully watched Mr. Hartwell in his various business transactions, and feel perfectly satisfied that he will conduct the business formerly transacted by the firm upon the same principles that has enlarged and increased it so materially since it was established.

Mr. Hartwell is vising your town for the purpose of making the usual yearly arrangements, and also to become personally acquainted with the gentlemen so long connected with the house, and who will, we trust, extend to him the same favours and courtesies for which we acknowledge our indebtedness.

We are, gentlemen,

Very truly yours,

Wells & Co.

Requesting the Settlement of an Account.

Manchester, Dec. 28th, 18—.

Mr. John Jackson, Jr. :

Dear Sir,—We have delayed urging the payment of our half-yearly account, hoping that you would remember your own arrangements with regard to punctual pay-

ments, but, in order to meet our own engagements next week, we are obliged to remind you that your July account still remains unsettled.

Hoping to hear from you immediately,

We remain,

Yours Truly,

JONES & CARR.

Requesting Delay in the Payment of Rent.

PETERBOROUGH, July 3d, 18—.

MR. T. C. JOHNSON:

DEAR SIR,—For the first time since I have been your tenant, now nearly eight years, I am compelled to ask your indulgence for delay in meeting my quarterly payment of rent. You may perhaps have heard of the heavy loss I sustained by robbery, on the night of the 27th inst., when, with other valuables, I lost £2,000 in money, paid me too late on Saturday afternoon to be deposited in the bank before Monday.

Although I trust before long to be able entirely to retrieve my loss, it cripples my resources at present, and compels me to request the indulgence of those to whom I am indebted.

I am, my dear sir,

Yours Truly,

WILLIAM BATES.

Urging the Payment of Rent.

MACCLESFIELD, June 10th, 18—.

MRS. E. C WATTS:

DEAR MADAM,—Owing to my reluctance to annoy a lady, I have waited patiently for your convenience in the payment of the rent of the house you are at present occupy-

ing. As, however, you have now been my tenant for six months without meeting any of the payments, which were to be made monthly, I feel obliged to call your attention to the fact that there is now £12. due to me.

Very respectfully,
Your obedient servant,
Henry Mudge.

Requesting Circular of a School.

40, Elm Street, Chester,
May 3d, 18—.

Rev. Monroe Packhurst:

Sir,—Being desirous of placing my son in an academy where he can receive the education best calculated to prove useful in his future career, I have, upon inquiry, been warmly recommended to place him in your charge. He is now thirteen years of age, and has never been away from home, although he has been for five years in the day school of Mr. Goodwin, who speaks favourably of his progress.

Will you have the kindness to send to my address, a circular, or letter stating your terms, course of study, rules, etc.

Your obedient servant,
M. C. Beesley.

Offering to Dispose of Furniture.

Andover, March 5th, 18—.

Mr. John C. Barker:

Dear Sir,—Learning through our mutual friend, Mr. Wilkins, that you are about to commence housekeeping just as I am about to abandon it, I write to offer you my household furniture, consisting of parlour, sitting-room,

dining-room, five bed-rooms, kitchen and pantry furniture. It was all purchased new about seventeen months ago, but my wife's delicate health has determined me to board, and relieve her of household cares.

If you have not made any arrangements to purchase elsewhere, I think we could come to an understanding that would save you the trouble of selection from different shops, and free me from the necessity of an auction sale.

Yours very truly,

LORENZO WILSON.

From a Lady in the Country Ordering Goods.

GREEN STREET, BIRKENHEAD,
June 30th, 18—.

MESSRS. COWLEY & REYNOLDS, Liverpool:

GENTLEMEN,—Will you have the kindness to send me per Ferry Boat the following Goods:

1 piece (40 yards) bleached shirting muslin, yard wide, of good quality.

24 yards domestic gingham, small brown and white check.

24 yards „ „ „ green „ „

1 dozen tape-bordered handkerchiefs, about 10d.

3 pairs No. 6½ kid gloves, light coloured.

2 pieces towelling—1 dozen towels in each piece.

If you will be kind enough to send also some patterns of good black silk, with width and price, I shall feel obliged.

The goods must be sent to the Birkenhead Ferry House, where I will send to meet them, and your bill, presented to Mr. John Price, 45 —— st., will be paid at once.

Direct to

MRS. WILLIAM HOPE,
Green Street, Birkenhead.

Form of Order to a Music Seller.

Hamilton, June 7th, 18—.

Gentlemen,—Enclosed please find £1 2s. 6d., for which kindly send me, per return of post, the following pieces of music:

	s.	d.
Barber of Seville—Fantasia Brillant (Leyback)	4	0
Polka de Concert (J. M. Wehii.)	4	0
Polonaise—E flat, Major op. 22 (Chopin)	4	0
Les Sylphs des Bois (Ascher)	4	0
Un Ballo in Maschero Fantasia (Leyback).....	4	0
Chant de Bivouac (Ketterer).....	2	6

Please address

Miss Helen Graham,
Care of Dr. P. R. Graham,
No. 7——— st., Hamilton.

Messrs. Oliver Ditson & Co.,
No. 27 Princess st., Edinborough.

Form of Order to a Publisher.

Bury, Lancashire, May 27th, 18—.

Gentlemen,—Enclosed please find £1 0s. 6d., for which you will be good enough send me, per return of post, the following books:

	s.	d.
The Wide Wide World, (Gilt Edges)	3	6
Basket of Flowers, (Gilt Edges)	3	6
The Lamplighter (Gilt Edges).....	3	6

Queechy (Gilt Edges)	3 6
Why did He Marry Her (paper)	1 0
Scottish Chiefs (Gilt Edges)	3 6
Mrs. Rundall's Cookery Book	2 0

Please address,

Mrs. James Sylvester,
36, Union Square.

Messrs. Milner & Co.,
Paternoster Row, London.

Form of Order to a Wholesale Draper.

Stainland, June 3rd, 18—.

Dear Sir,—Enclosed please find £4 5s. 0d., for which you will be kind enough to send me, per rail, the following goods :

	£	s.	d.
2 Lancaster Spreads (2s. 6d.)	0	5	0
3 doz. Napkins	1	6	0
12 yds. Calico, white with pink dot (2s. 0d.)	1	4	0
12 " " " " blue " "	1	4	0
1 fine hem-stitched Lady's Handkerchief	0	2	0
4 pairs Ladies' Cotton Hose	0	4	0
	£4	5	0

Direct to

Mrs. Mary C. Hill,
Stainland Village, Yorkshire.

Mr. John C. Munroe.
No. — Market Street, Leeds.

Form of Order to a Grocer.

St. Martin's Lane, London,
Dec. 20th, 18—.

Mr. Peter Pleasant :

Dear Sir,—Enclosed please find £3 5s. 8d., for which you will deliver to the bearer the following groceries ;

			£	s.	d.
10	lbs.	Coffee, (1s. 8d.)	0	16	8
25	"	White Sugar, (4d.)	0	8	4
3	"	Black Tea, (3s. 6d.)	0	10	6
10	"	Candles, (6d.)	0	5	0
10	"	Brown Soap, (4d.)	0	3	4
10	"	Yorkshire Hard Cakes, (7d.)	0	5	10
4	"	Green Tea, (4s.)	0	16	0
			£3	5	8

Margaret Hoskins.

LETTERS ANSWERING ADVERTISEMENTS.

LETTERS in answer to advertisements should always name the newspaper in which the advertisement was inserted, the date of its insertion, and the substance of the advertisement. Some correspondents cut the notice from the paper and paste it neatly at the head of their sheet. This is a safe way to prevent mistake.

Let each letter be as brief as is consistent with perfect clearness, and carefully mention your references. Remember that "self-praise goes but little way," and let those who have employed or know you, speak of your good qualities for you. Nothing will disgust an employer sooner than a self-laudatory letter.

At the same time, there is no objection to your expressing your desire and intention of honestly endeavouring to fill the required position to the very best of your ability.

Such letters must be written as soon as possible after reading the advertisement, as if you delay, others will certainly apply before you.

Always answer an advertisement yourself, as it will give the advertiser an opportunity of judging of your handwriting and manner of expressing yourself, both of which are often of great importance.

If you have written testimonials by you, it is best to enclose a copy, marking it as such.

Answering an Advertisement for a Book-keeper.

No. 27 —— st., Clerkenwell,
March 30th, 18—.

Messrs. Walker, Truitt & Co.:

Gentlemen,—In reply to your advertisement in to-day's Times, for a clerk competent to take charge of a set of books, and conversant with the forms of mercantile correspondence, I beg to offer my services to your firm.

I have been in the employ of Mr. L. G. Simons for the past five years, but about two months ago he informed me of his desire to take his son into his counting-house, and dispense with the services of one clerk.

He permits me to refer to him for any testimonial of character or ability which you may require.

Should you find my application meet your views, believe me, that it will be my constant endeavour to fulfil faithfully and punctually the duties required.

I have, gentleman, the honour to be,
Yours very respectfully,
Barton Hodges.

Answering an Advertisement for a Clerk.

No. 36 ——— st., Newcastle,
May 2nd, 18—.

Dear Sir,—As I see by to-day's Courier, that you desire to obtain a competent clerk, one accustomed to the duties of book-keeping and correspondence, I hasten to apply for the situation.

The death of my former employer, Mr. Cumings, has deprived me of a situation, but my having been for six years in his counting-house, will, I trust, be sufficient guarantee for my capacity. Mr. John Gordon. No. 63—st.,

the attorney of the late Mr. Cumings, whom I assisted in winding up the affairs of the house, permits me to refer to him for a testimonial of character.

Should my application prove successful, I will make it my earnest endeavour to discharge competently and carefully the duties you entrust to me.

I am, sir,

Very respectfully,

Your obedient servant,

George Moore.

Moses Delano, Esq.

Answering Advertisement for a Salesman.

No. 26 Lincoln St., Westminster,

July 16th, 18—.

Dear Sir,—Seeing your advertisement in to-day's Standard, I would beg to apply for the offered position of salesman in your warehouse. I am perfectly familiar with the duties of salesman in a wholesale drapery warehouse, having been with Messrs. Wood & Choate, Manchester, in that capacity for eleven years.

I enclose a copy of the testimonial given me by the above-named firm when I left Manchester, and am permitted to refer you to them, should you wish for any further information with regard to my habits or business capacity.

I am twenty-seven years of age, unmarried, and am a teetotaller.

Hoping, sir, to hear from you in answer to my application.

I remain,

Very respectfully yours,

Aaron Burns.

Mr. William T. Parker.

Answering an Advertisement for a Printer.

[ADVERTISEMENT PASTED IN.]

No, 96, Scott St., Tadcaster,
Aug 29th, 18—.

Mr. Charles L. Stephens:

Sir,—Noticing the above in to-day's Leeds' Mercury, I write to apply for the situation. I have been in the employ of Mr. William Childs, of this town, for four years, and served my apprenticeship in his office. I feel quite confident that he will favourably recommend me.

Hoping that I may hear from you in answer to this application,

I am, sir,
Very respectfully,
Ezekiel Founder.

Answering an Advertisement for a Coachman.

No. 9, Race Court, back of Arch St.,
Manchester, May 1st, 18—.

Mr. John T. Harmon:

Sir,—Seeing your advertisement in to-day's London Times, for a competent coachman, I offer my services for the situation. I have been in the employ of Mrs. Rebecca Smith, No. 37, —— st., for two years, and left only because she gave up her carriage. She has given me permission to refer to her for recommendations.

Should you be willing to try me, sir, I will endeavour to satisfy you in all respects. As I am a married man, and own the little house in which I live, I can board away from your house if desired, but have no objection to remaining altogether if more convenient for you.

I am, sir, very respectfully,
Peter Kane.

Answering an Advertisement for a Gardener.

[ADVERTISEMENT PASTED IN.]

No. 22, E. St., GREENOCK,
March 12th, 18—.

MR. J. L. MASON:

SIR,—In answer to the above advertisement I would respectfully state, that having just completed my term of apprenticeship to Mr. F. C. Reed, Florist, I am looking for a situation as gardener.

I enclose a copy of the recommendation given me by Mr. Reed when I left him, and am permitted to refer to him for any further information you may require. His address is No. 37 C. st.

I am twenty-one years of age, in perfect health, unmarried, and not afraid of work.

Very respectfully,
JERRY TURNSOIL.

Answering an Advertisement for a Cook.

No. 77, L. ST., PAISLEY,
Feb. 3d, 18—.

MRS. B. N. PERKINS:

MADAM,—Seeing your advertisement in to-day's Telegraph for a good plain and fancy cook, I beg to apply for the situation.

I have been with my present mistress, Mrs. Martin, for two years, and am only leaving because she is going to remove to Edinburgh.

I shall remain here until Tuesday next, unless suited to a place before then; and Mrs. Martin will give you any information you may wish with regard to my capacity.

I am, madam, very respectfully,
JANE E. JONES.

Answer to an Advertisement for a Chamber-maid.

[ADVERTISEMENT PASTED IN.]

No. —, —— St., Bray, Near Dublin,
Sept. 2nd, 18—.

Mrs. L. T. Gallager :

Madam,—In answer to the above, I beg to state that I am obliged to leave my present situation, as Mrs. Herman, my present mistress, is about to give up housekeeping, and I should like the situation you offer. I have been with Mrs. Herman for thirteen years, and she will answer any question with regard to my industry and trustworthiness.

Very respectfully, madam,
Mary Ann Jenks.

Answer to an Advertisement for a Child's Nurse.

Horbury, Near Wakefield,
May 6th, 18—.

Madam,—Seeing your advertisement in to-day's Examiner for a child's nurse, I beg to offer myself for the situation. I have been in my present place, Mrs. Oliver Coyle's, No. 24, — st., for three years, and am leaving on account of the death of my little charge. Mrs. Coyle permits me to refer to her for recommendation.

As I am very fond of children, and have had the care of them for seventeen years, I think, should you engage me, that I can suit you.

Yours very respectfully,
Anna S. Smith.

Answer to an Advertisement for a Governess.

[ADVERTISEMENT PASTED IN.]

No. 62, —— St., Oxford,
June 3rd, 18—.

Mrs. James Packhard:

Dear Madam,—In answer to the above I would state that I am anxious to obtain such a situation as you offer. I have been teaching for seven years in the ——— Seminary, and the closing of that institution in July will oblige me to seek another position.

Mr. Roberts, the principal of the seminary, permits me to refer to him, and I may state here that I have been teaching the higher branches of English studies, German, Latin and drawing.

I am, yours,
Obediently,
Emily J. Powell.

Answer to an Advertisement for a Music Teacher.

Maple Grove Academy, Dublin,
May 10th, 18—.

Mr. R. T. Hope:

Dear Sir,—Seeing your advertisement in to-day's London Times, I write to offer my services for the situation of music teacher in your family.

I have devoted my time especially to the study of the piano, guitar, and vocal music. Professor Reeves, the teacher of music in the academy, permits me to refer to him for any testimonial of ability.

I wish to add that for two years I have had charge of a

music class of seventeen, and have testimonials of the satisfaction of the parents of those under my instruction.

I am, sir,

Yours Obediently,

ALMIRA BROWN.

Answer to an Advertisement for a Milliner.

[ADVERTISEMENT PASTED IN.]

No. 20, —— ST., PIMLICO,
March 27th, 18—.

MISS KATE SIMPKINS,—In answer to the above, I would respectfully apply for the situation. I am fully competent to undertake both straw and fancy millinery, having been in business with Mrs. Hodges, No. 3, —— st., for nine years. Mrs. Hodges will retire from business in about a week, but will give me any testimonials or answer any questions with regard to my ability.

Hoping that my application may meet your wishes,

I am yours respectfully,

MARION HOPKINS.

Answer to an Advertisement for a Seamstress.

No. 47, STRAWBERRY COURT,
June 9th, 18—.

MRS. W. CURTIS:

MADAM,—Noticing your advertisement in to-day's Standard, I respectfully apply for the situation of seamstress in your family. I have ten years' experience in cutting and making childrens' clothes, shirts, and underclothing, and can, if desired, bring specimens of my needlework.

My former employer, Mrs. Hoskins, No. 11, —— st., will answer any questions with regard to my character or ability.

Should my application meet with your wishes, please address

Mrs. Margaret Popkins,
No. 47, Strawberry Court,
Lambeth.

Answer to an Advertisement for an Apprentice to a Printer.

No. 64, —— St., Leeds,
June 5th, 18—.

Mr. Walter S. Monroe:

Sir,—Seeing your advertisement in to-day's Times, I respectfully apply for the position for my son Jeremiah, who is anxious to learn printing. He is now fourteen years of age, and has left school.

I should be glad to have you take him for a few weeks upon trial, and if he pleases you, he can then be bound to you according to your usual form.

I am yours truly,
Lavinia Minks.

Answer to an Advertisement for an Apprentice to a Bookbinder.

No. 8, —— St., Dover,
Sept. 1st, 18—.

Mr. John L. Trevor:

Sir,—My son Thomas, being very desirous of learning bookbinding, I should be pleased to send him to you, as your advertisement in to-day's Ledger shows me that you have a vacancy in your establishment.

My son is nearly fourteen, and has attended school for seven years. Should you be willing to test his capacity, he can come to you at once, for a month, when, if he pleases you, we can arrange to bind him to you to learn his trade.

I am, sir,
Your obedient servant,
HENRY DAVIS.

Answer to Advertisement for an Appprentice to a Milliner.

No. 86, —— ST., CASTLEFORD,
Jan. 4th, 18—.

MISS WILHELMINA SCRAGGS:

Seeing by your advertisement in to-day's News, that you have a vacancy for an apprentice, I would respectfully apply for the situation for my daughter, Marianne. She has been employed as errand girl by Mrs. Willetts, No. 3, —— st., who will give her a good recommendation.

I am desirous of having her taught a good trade, and should be pleased to have you take her on trial for as long a time as you think necessary, before binding her to you, to learn the business.

Hoping to hear from you, if the situation is not already filled,

I am yours truly,
CAROLINE TIBBETTS.

Answer to Advertisement for a Saleswoman.

No. 46, —— St., BELFAST,
Nov. 2d, 18—.

MESSRS. PEARCE & HALL:

GENTLEMEN,—Seeing your advertisement in to-day's

Gazette, I would respectfully apply for the situation of saleswoman in your shop. I served in the shop of Mr. James Holdfast, retail baby linen dealer, about five years ago, but left to take in plain sewing. Finding my health injured by constant needlework, I would be glad to resume my former employment.

Mr. Holdfast, No. — Main st., permits me to refer to him for any information with regard to my character and capabilities.

Should my application meet with your favourable consideration, I will endeavour to discharge my duties faithfully in all respects.

I am, gentlemen,

Yours very respectfully,

SARAH ANN BELL.

Answer to Advertisement for an Apprentice to a Dressmaker.

[ADVERTISEMENT PASTED IN.]

No. 5, —— ST., BRADFORD,
Dec. 3d, 18—.

MRS. RACHEL EVANS:

MADAM,—In answer to the above I would respectfully apply for the situation.

I have lately become dependent upon my own exertions for support, and am anxious to learn dressmaking.

I have been in the habit of doing family sewing, and can do all kinds of plain seamstress work neatly and rapidly. Mrs. Monroe, one of your customers, knows me quite well, should you wish for reference.

Hoping that you will be willing to accept my services,

I am,

Very respectfully,

CORNELIA ROWE.

Answer to Advertisement for an Apprentice to a Machinist.

[ADVERTISEMENT PASTED IN.]

HIGHGATE ST., BARROW-IN-FURNESS,
May 7th, 18—.

MR. RUFUS PATTERSON:

SIR,—Seeing the above in to-day's Mercury, I hasten to apply for the situation. I was for three months in the foundry of Messrs. Bates Bros. where I was bound apprentice, but the destruction of their establishment by fire forces me to endeavour to get work elsewhere, as I cannot wait until the foundry is rebuilt.

Messrs. Bates Bros. permit me to say that they will cancel my indentures and give me a recommendation.

Hoping that you will be willing to take me on trial,

I am, very respectfully,

ARTHUR FOSTER.

Answer to Advertisement for an Apprentice to a Carpenter.

No. 14, WILLS COURT, LINCOLN,
Oct 4th, 18—.

MR. DANIEL E. STROTHERS:

SIR,—Seeing your advertisement in to-day's Courier, I beg leave to apply for the situation. I am very anxious to learn a good trade, and think I could with patience and an earnest endeavour to please you, be able to make myself useful.

I am an orphan, fourteen years old, and have learned to read and write at night school. I have been working on the farm of Mr. Lewis, about six miles from here, and he allows me to refer to him for recommendation.

Should you be willing to take me on trial, I will try faithfully to fulfil all your requirements.

I am, sir, very respectfully,

ARNOLD MORRIS.

LETTERS OF RECOMMENDATION.

LETTERS of Recommendation, should be given judiciously and only when necessary. A lavish and indiscriminate use of them will make them totally valueless, and will seriously injure your own character as a business man.

These letters, as they make you to a certain extent responsible for the character and conduct of another person, should only be given when your own convictions of such a person's worthiness are firm, and founded upon a thorough knowledge of the habits and capacity of the party concerned.

Be severely truthful in such letters. It is a mistaken kindness to gloss over faults, as you injure your own character for veracity, and do a great injustice to the person to whom the letter is presented.

Recommending a Bookkeeper.

LEEDS, YORKSHIRE,
Aug. 30th, 18—

Mr. Robert Payne being about to leave our employ, it gives me great pleasure to testify to his ability as a bookkeeper. He has been in our counting-house for three years, during which time he has always maintained the

character of a conscientious, upright and faithful clerk. He is a handsome penman, correct accountant, and of steady moral habits.

It will afford us pleasure at any time to reply to any application with regard to Mr. Payne, and he leaves us with our best wishes for his future success.

COVENTRY & HOPEDALE.

No. 73, — st., Leeds.

Recommending a Housekeeper.

LIGHTCLIFFE, YORKSHIRE,
July 1st, 18—.

Mrs. SARAH JANE ALLEN:

MADAM,—In reply to your favour of the 30th inst., inquiring the character of my former housekeeper, Mrs. Deborah Dubbins, I take pleasure in testifying to her worth. She resided in my family for twelve years after the death of my wife, and only left me when my oldest daughter was able to take her place.

She proved herself while in my employ to be trustworthy in every respect, economical, cleanly and industrious, gentle with the children and servants under her, and a valuable woman in every respect.

Hoping that she may find a pleasant home,

I am,

Yours Truly,

B. C. DANVERS.

Recommending a Washerwoman.

This is to certify that Jane Smith, who has been in my employ as laundry-maid for two years, is a first-rate washer and ironer, understands the finer kinds of clear

starching, crimping and goffering. She is honest, good-natured and trustworthy.

Ann C. Coles.
Housekeeper, — Hotel, Bradford.

Recommending a Waiter.

Clairemont House, Windermere,
June 26th, 18—.

John Banks, the bearer, who is now leaving my employ, has been in this hotel as waiter for seventeen months, and given entire satisfaction, both to myself and the guests of the house. He is thoroughly acquainted with the duties of a dining-room waiter, is honest, obliging and neat. It gives me pleasure to recommend him to any one wishing a first-class waiter, as thoroughly competent.

T. Holmes,
Steward, Clairemont House.

Recommending a Porter.

Wakefield, Oct. 6th, 18—.

The bearer, David Macarthy, has been in my employ as porter for three years, and has faithfully discharged all the duties of the position. He is strong and industrious, thoroughly reliable, can read and write a good plain hand. I believe him to be upright and conscientious, and have never found that the slight lameness from which he suffers, interferes in the least with the discharge of his duties.

Samuel G. Haynes,
Wakefield, Yorkshire.

Recommending a Cook.

Dewsbury, May 4th, 18—.

Mrs. Ellen Baxter:

Madam,—In reply to your favour of the 17th, I would state that Bridget Mahoney was in my kitchen for nine months, and gave perfect satisfaction in every respect. She was only required to do plain cooking, so that I could not judge of her capacity for fancy cooking. She is willing, honest and capable.

Yours Truly,

Mary C. Porter.

Recommending a Salesman.

Burslem, Nov. 10th, 18—,

Messrs. Colcraft & Fitzough, Manchester:

Gentlemen,—Your favour of the 16th duly received. In reply to your inquiries with regard to Mr. Solomon Pearson, it gives us great pleasure to testify to his high character as a thorough man of business. He was employed by us in the capacity of salesman for six years, during which time we found him invariably discharging his duties with skill and ability. His courteous manners and perfectly reliable statements made him a universal favourite with our customers, while his accuracy in accounts, rapid penmanship and ease in correspondence, made him a valuable addition in a counting-house.

Wishing him every success in his future career,

We are, gentlemen,

Yours Truly,

Baldwin & Nash.

Recommending a Governess.

Glasgow, April 9th, 18—.

Dr. Thomas Barnes:

Dear Sir,—Miss Helen Lawrence having applied to me for a testimonial of character and ability, it gives me great pleasure to recommend her as a competent teacher, and a most welcome addition to a home circle.

My two little girls were under her entire charge for seven years, when they were sent to a boarding school to finish their studies in some of the higher branches.

Miss Lawerence is a thorough English, Latin and French scholar, a fine musician and a graceful dancer, and possesses in an extraordinary degree the power of imparting information.

With warm assurances that you need have no hesitation in placing your children in her care.

I am, sir,

Yours very truly,

Julia C. Mallard.

Recommending a Music Teacher.

Upper Cliff Street, Scarborough.
Jan. 15th, 18—.

It gives me much pleasure to testify to the ability of Miss Bella C. Morrison, who has been for the past eight years instructing my daughter in piano and vocal music. Miss Morrison teaches upon an admirable system, and my daughter's progress has given me the most perfect satisfaction.

Alfred G. Stillman.

Recommending a Schoolmistress.

Elm Hill Academy, Kent,
Feb. 25th, 18—.

Mr. Clarence Rogers,

Dear Sir,—Your favour of the 23d received. It gives me pleasure to be able to most cordially recommend Miss Pattie Wilson for the positlon of schoolmistress in your village.

As a pupil first, and afterwards as a teacher in this academy, she has faithfully discharged her duties, and proved herself thoroughly competent to conduct a school alone.

You will find her amiable, and thoroughly conversant with the branches of a good English education.

Very truly yours,
Thomas Turnleaf,
Principal Elm Hill Seminary.

Recommending a Man Servant.

Norwich, Dec. 17th, 18—.

Paul Greyson, Esq. :

Sir,—The bearer of this, Michael Maguire, has been in my employ for six months, during which time I have found him faithful in the discharge of his duties, honest, reliable and industrious. Mr. Willis, his former employer, recommended him very warmly to me.

Yours Truly,
Oliver Turnkey.

Recommending a Nursemaid.

Meadowville, Sydenham,
March 3rd, 18—.

Mrs. O. C. Folwell

Madam,—The bearer, Susan Denny, has been in my employ as nursemaid for five years, during which time I have found her capable, honest and useful; she is very gentle with children, mine being much attached to her.

Yours truly,
Frances Osmond.

Recommending a Coachman.

Oldham, Lancashire,
July 10th, 18—.

The bearer, David O'Sullivan, has been in my employ as coachman for five years. He is a competent ostler, gentle with horses, a safe, reliable driver. He has given perfect satisfaction in every respect, being honest, industrious, neat and perfectly trustworthy.

Bernard T. Reilly.

Recommending a Cabinet Maker.

Bridgewater, June 18th, 18—.

The bearer, Stephen Williams, having just completed his apprenticeship, I take pleasure in certifying to my perfect satisfaction with his conduct and ability. He is a good workman, skilful and rapid, having practised thoroughly all the higher branches of his trade. I have found him reliable, honest and trustworthy, and he bears with him my warmest good wishes for future success in business.

Mark Maberley.

Recommending a Farm Labourer.

Wellington, Salop,
March 12th, 18—.

Mr. Eli H. Pratt:

Sir,—In answer to your inquiries, I would state that the bearer, Perry Campbell, is thoroughly competent to discharge such duties as you require. He has been for ten years on my farm, and has a thorough knowledge of farm work of every description, is accustomed to the care of horses, cows and other animals, and I should have no hesitation in placing him in entire charge of a farm.

I am,
Very truly yours,
Marcus Walters.

Declining to Recommend a Cook.

Masbro, Dec. 8th, 18—.

Mrs. Watkins is surprised that Mary Malone should have had the assurance to refer to her, as she left her service for drunkenness and insolence.

Declining to Recommend a Clerk.

Chelmsford, Feb. 14th, 18—.

Mr. Simon P. Alden

Sir,—I regret that I cannot conscientiously write the testimonial you request of me. You are fully aware of the misconduct that caused your discharge from my service, and it would be doing a gross injustice for me to speak favourably to another employer. I think an honest confession with a desire to reform, would be your best recommendation.

Regretting that it is entirely out of my power to grant your request.

I am, in spite of your error,
Your sincere well wisher,
CYRUS KING.

Declining to Recommend an Errand Boy.

GILDERSOME, NEAR LEEDS
April 14th, 18—

CHARLES G. HEPBURN,—I am surprised that you should ask me to recommend you to a new place, when, as you are well aware, I was obliged to discharge you from my own employ for dishonesty.

It is impossible for me to truthfully advise any one to employ you, but if you are sincerely anxious to do better your own confession and promise of amendment may act favourably.

I hope that you will not again oblige me to refuse to recommend you.

JOSEPH CONRAD.

Giving an unfavourable Character of a Housemaid.

DOUGLAS, Sept. 3rd, 18—.

Mrs. M. COLFAX:

MADAM,—In answer to your inquiries with regard to Jane Stokes, I would state that she was in my service for two weeks. I think she is honest, obliging and industrious, but so slovenly and careless that I was obliged to discharge her.

Yours Truly.
MARY ROBINSON.

Giving an Unfavourable Character of a Governess.

Mrs. Martha Young :

Madam,—I regret that Miss ——— should have referred you to me, as I cannot give her the recommendation that I should like to offer a lady.

Miss ——— is an accomplished teacher, thoroughly conversant with English branches, music and drawing, but her temper is so ungovernable, that childish offences that require a steady, firm correction, were made the excuse for displays of passion that were totally uncalled for.

Wishing that it were in my power to speak in more favourable terms of Miss ———,

I am yours Truly,

Frederick Stanton.

Giving an Unfavourable Character of an Assistant.

Birmingham, Feb. 13th, 18—.

Messrs. Wilcox & Wilson :

Gentlemen,—Your favour of the 12th is before me. I regret that I cannot conscientiously speak in very high terms of Mr. J. J. Swayne, of whose character you desire my opinion.

Mr. Swayne was in my employ as assistant for three months. He is a rapid penman, a correct accountant and a clever correspondent, but his manner was so insolent and rude that some of our best customers were deeply offended at their reception and treatment. In a counting-house Mr. Swayne might be found valuable ;

but I cannot conscientiously recommend him as an assistant.

I am, gentleman,

Very respectfully,

WALTER CUNINGHAM.

Giving an Unfavourable Character of a Seamstress.

CARLISLE, May 27th, 18—.

Mrs. MARGARET WYATT :

MADAM,—In reply to your inquiries regarding Hannah Brown, I am sorry to say that I found her wholly incompetent as a seamstress.

I believe her to be an honest, careful woman, who would make a first-class housemaid or nurse, but she does not sew well. Her work is uneven, and badly put together.

Regretting to be obliged to speak unfavourably of one whom I believe to be an honest, good woman,

I am, very truly yours,

JESSIE CARLETON.

LETTERS OF CONGRATULATION.

LETTERS of congratulation should be written with hearty expressions of pleasure and good will. Let your friend see that you are sincerely rejoiced at his good fortune, and willing to sympathize to the fullest extent.

These letters will admit of a happy quotation, a jest or perhaps a little good-natured raillery.

Be careful that no word of envy or discontent creeps into such a letter, to lead your friend to suppose that you grudge him his happiness. Better leave your letter unwritten than so to mar it. Advice, too, is out of place in such a letter.

Never hint at a change in prospect, or throw a cloud over the happiness that calls for your congratulation.

While you are desirous of making your expression of pleasure and good will hearty and cheerful, be careful that you do not burlesque them by exaggeration. Overstraining your words will only make them absurd, and lead your friend to doubt your sincerity.

Never introduce a painful subject into a letter of congratulation. If you must send bad news, even by the same mail, send it in a separate letter.

Let your congratulations be offered as soon as possible after the occasions that call them forth. If they are delayed they are totally valueless.

Congratulating a Gentleman upon his Marriage.

Whitehaven, May 13th, 18—.

Dear Mark,—I have just received the white-winged messengers that inform me of your new happiness. I hasten to offer you my most sincere congratulations, and hearty good wishes. May every year of your married life find you happier than the last.

From my inmost heart, dear Mark, I say, God bless you and your bride with His choicest blessings.

Ever your warm friend,

Charles Carlton.

Mark Wilson, Esquire.

Congratulating a Lady upon her Marriage.

Charing Cross, London,
Aug. 3rd, 18—.

Dear Nellie,—Your snowy cards have just reached me, and I write at once to try to express my heart-felt pleasure in your happy prospects. It is a great pleasure to your loving friends to be able to feel so much esteem, and affection for the noble man to whom you have confided your life's happiness, and to hope, as I do, that every year will unite your hearts more closely.

May Heaven bless you both, dear Nellie, is the earnest prayer of

Your loving friend,

Sallie Chambers.

Mrs. Rupert Darling.

Congratulating a Friend upon Receiving a Fortune.

DARLINGTON, Sept. 5th, 18—.

DEAR KELLY,—I have just seen our mutual friend, Harry Hope, who informs me of your good fortune yesterday. It gives me great pleasure to congratulate you upon so valuable an addition to your worldly possessions, for I know of no one in whose hands they will probably be so usefully and worthily expended. Your old place in my affections can never be affected by poverty or riches, but I take a friend's delight in wishing you a long enjoyment of your good fortune.

I remain,

Yours, as ever,

ORION HARPER.

STANHOPE KELLY, ESQUIRE.

Congratulating a Friend upon Restoration to Health.

LOWESTOFT, Dec. 18th, 18—.

DEAR LOLA,—Your mother's little note, received a few moments ago, informs me that you are so far recovered from your late illness as to be down stairs again. It gives me much pleasure to hear such good tidings, and I hope you will accept my hearty congratulations upon your improvement.

As soon as this violent storm, during which I dare not venture out, is over, I will call and see you.

With kindest regards to your family, I am, dear Lola, as ever.

Your loving friend,

MARY.

Miss LOLA WITMER.

Congratulating a Friend upon the Unexpected Return of a Son supposed to be Dead.

Dear Maria,—In what words can I express my deep, heart-felt sympathy in your great joy? It is so sudden and unlooked-for a happiness that I feel that any words of mine will seem cold in the moments of such holy joy as you are feeling. Truly your son who was dead is alive again, and God has been most merciful to you. I who know your mourning, can appreciate your gladness.

My most sincere congratulations, my dear friend, are yours,

I remain, as ever,

Eliza.

Mrs. M. C. Meigs.

Congratulating a Friend upon Escape from Injury in a Railway Accident.

Burnley, June 27th, 18—.

Dear Bob,—The newspaper of to-day has relieved the great anxiety I have been feeling on your account, by announcing that "our esteemed fellow townsman, Robert Townley, escaped uninjured." I am afraid I was selfish enough for the moment to forget all who had suffered, in my great thankfulness at your escape.

You may present my most sincere thanks to the reporter of the Herald for his good news.

Accept, my dear boy, my most hearty congratulations upon your Providential escape, believing me, to be as ever,

Your sincere friend,

Dick.

Mr. Robert Townley.

Congratulating a Friend upon the Recovery of a Lost Child.

Barnsley, Jan. 7th, 18—.

Dear Marion,—I have been sitting by my window ever since I heard of your sorrow, listening for my husband's return from his search, and only lamenting that my invalid chair bound me too fast to hasten to you. At last the welcome news has come that dear little Nettie is in your arms again, safe and unhurt, though terribly frightened. I know your love will soon cure that, and feel very thankful that she had not strayed any further this cold night. Poor babe, I can well believe she was terrified.

I cannot sleep without sending you my warmest congratulations, dear Marion.

I remain,

Ever lovingly yours,

Bella.

Mrs. M. C. Mudge.

Congratulating a Friend upon Coming of Age.

Rawtenstall, Oct. 26th, 18—.

Dear Max,—Will you accept my congratulations and most sincere good wishes upon this, the anniversary of your twenty-first birth-day? "There's a man in the house," as Mary screamed, when she saw the shadow upon the wall last winter, and I feel sure the boy I have loved and respected so much, will prove an honourable and useful man.

May Heaven bless your coming years, dear Max, is the sincere prayer of,

Your friend and well wisher,

Sarah Fulton.

Mr. Maximilian Hurst.

Congratulatinga Friend upon the Twenty-fifth Anniversary of the Wedding Day.

York, March 5th, 18—.

My Dear Mrs. Starr,—If my memory is faithful, it is just twenty-five years to-day, since I had the pleasure of congratulating your good husband upon his wedding, and tendering to you my sincere good wishes.

Will you allow me to congratulate you upon having completed the silver circle, and offer my best wishes that you may long live together, and know as much happiness in the future as your faces prove you have enjoyed in the past.

I shall give myself the pleasure of personally tendering my good wishes this evening, when I understand you will be at home to receive your friends.

With best regards to Mr. Starr,

I am, madam,

Very truly yours,

Lewis Stuart.

Mrs. T. L. Starr.

Congratulating a Friend upon the Birth of a Son.

Grimsby, March 28th, 18—.

Dear Harry,—Let me offer to you my most sincere congratulations upon the arrival of your son. I remember well my own proud delight when my first-born was placed in my arms, and can heartily sympathize in your pleasure.

May he prove to you a blessing in all years to come.

Pray present my kindest regards to Mrs. Moore, and believe that I am,

Ever yours truly,

Paul Gordon.

Harry Moore, Esquire.

Congratulating a Friend upon the Birth of a Daughter.

Hastings, Feb, 27th, 18—.

Dear Anna,—Your sister has just written me a wee note, informing me that you are the mother of a little girl, to whom I can wish no greater blessing than that she may be a second edition of her mother. Do you remember Toots' declaration of Susan's daughters, that 'That admirable women cannot be too often repeated.' I echo his sentiments in the present case.

As soon as allowed, I will come to present my congratulations in person, but in the meantime, believe that I most heartily pray for Heaven's choicest blessings upon your little one.

Lovingly ever, dear Anna,

Jennie.

Mrs. Arthur Bailey.

Congratulating a Friend on the Recovery of a Sick Child.

Leith, Oct, 22d, 18—.

Dear Calanthe,—I am so glad to hear of Willie's recovery that I cannot delay offering to you my most heartfelt congratulations. Your faithful nursing was making you look so feeble that my pleasure is as great at your relief from such a trying duty, as over my little friend's return to health. Knowing how deep your love for your only child has ever been, I can fully appreciate your gratitude for his recovery from such acute pain as he has suffered during his tedious illness.

Trusting that he may soon be as strong as ever, I am, dear friend,

Ever faithfully yours,

Edith May.

Mrs. Wilfred Hastings.

Congratulating a Friend on the Safe Return of a Soldier Husband.

Clethorpes, April 7th, 18—.

Dear Hattie,—I have just heard of the joyful event for which you have waited and prayed so long, and hasten to assure you of my deep pleasure in your happiness. I know so well how your loving heart has been tortured by the long and dangerous separation from which you have had to suffer, that I can fully appreciate your gratitude at its cessation.

Will you give to Mr. Ward my most sincere congratulations upon his safe return, and accept for yourself my most heart-felt sympathy.

Ever, dear Hattie,

Your loving friend,

Maggie.

Mrs. T. R. Ward.

Congratulating a Friend upon Safe Arrival from a Long Voyage.

Romford, June 26th, 18—.

Dear Gustavus,—I will not call upon you for a day or two, as I know you must need rest, and feel that your family have the first claim upon your time, but I cannot delay offering you a hearty welcome, and my sincere congratulations upon your safe return.

If you could know how much I have missed your genial smile and hearty voice, you would appreciate my great pleasure in your return.

Hoping to see you soon,

I am ever sincerely yours,

Bertrand.

Mr. Gustavus Ives.

Congratulating an acquaintance upon the Successful Issue of a Lawsuit.

Pontefract, Dec. 7th, 18—.

My Dear Mr. Hunter,—It is with great pleasure that I take my pen to congratulate you upon the successful issue of the vexatious lawsuit which has annoyed you for so long a time. Although no right-minded person could for an instant doubt the justice of your cause, it is a great relief to your friends to feel that the court has decided the case in your favour.

Trusting that everything may now be arranged to your entire satisfaction,

I am, dear sir,
Yours very truly,
Obediah Osborne.

Mr. Nathan Hunter.

Congratulating a Friend upon obtaining a Business Situation.

Salisbury, Jan. 15th, 18—.

Dear Jack.—I am heartily glad to learn that, notwithstanding the general business depression, you have succeeded in obtaining a clerkship. I don't know but my congratulations should be offered to the firm upon obtaining so valuable an assistant as I know you will prove, but you must accept your share too.

Wishing you every success, I am, my dear boy,
Yours very truly,
Earnest Leiper.

Mr. John Shepherd.

Congratulating a Friend upon being taken into a Business Partnership.

REDCAR, June 23rd, 18—.

DEAR ALFRED,—I rubbed my eyes, looked, stared and gaped at the new sign over your ex-employer's door this morning, and finally rushed across the street for an explanation. "Smith & Johnson," I found, stood for Smith and my friend Alfred Johnson, who was most vexatiously "out upon business," and could not take the warm grasp of the hand I was longing to give him.

I must leave town in about an hour to be gone a week, and I cannot postpone my congratulations until my return. Accept them then, my dear boy, in this form until I can offer them personally,

Wishing you every success in your business career,

I am, as ever,

Yours in good fellowship,

WALTER HALE.

MR. ALBERT JOHNSON.

Congratulating a Friend upon obtaining a Physician's Diploma.

EDINBOROUGH, Nov. 17th, 18—.

DEAR CARL,—I am delighted to hear that you have at length reached the goal of your wishes, and grasped the diploma for which you have studied so zealously. Will you accept my heartiest congratulations, and most sincere good wishes for your future career?

Ever your friend,

JEROME WATKINS.

DR. CARL SHELDON.

Congratulating a Friend upon Passing a Successful School Examination.

Cambridge, July 3d, 18—.

Dear Lizzie,—I was very much pleased to learn from your friend, Mary Bartow, that your faithful application to your books during the last school term, had resulted in such a brilliant success at your school examination. Knowing how deeply interested your parents have been in your studies, it is very pleasant to see you rewarding their pains and care by such conduct as has earned you the warm praises of your teachers.

With hearty congratulations upon your success,

I am, dear Lizzie,

Your sincere friend,

Mabel Keys.

Miss Lizzie Morrison.

LETTERS OF CONDOLENCE.

LETTERS of Condolence are the most trying of all letters to write or receive. They tear open the wounds of those who read them, and the deeper the feeling with which they are written, the more painful they are to express.

At the same time they are of vast importance in friendship. At no time is an omission or slight more deeply felt or hard to forgive than when affliction is calling for sympathy.

It is best to make your letter short, but earnest and sincere. The most deeply-felt words may fall coldly at first upon the mourner's heart, but after the first shock of grief is over, you may comfort by your expressions of sympathy.

Do not try to make light of your friend's misfortune. If it is loss of worldly goods, speak cheerfully and hopefully of the future, but admit that there is cause for sorrow.

Above all, never hint that the sorrow is partly or wholly caused by any neglect or error on your friend's part. It is insulting and wounding in the greatest degree.

Letters of condolence on death should be written upon mourning paper, even if you are not using it habitually.

To a Friend on the Death of her Husband.

Rochester, May 18th, 18—.

My Dear Mrs. Morton,—I feel most deeply that any word of mine will prove but poor comfort to one in such heavy affliction as you are, but yet I cannot refrain from offering to you my most sincere and heart-felt sympathy. My own grief at the loss of a beloved and highly valued friend teaches me how great must be your sorrow, but knowing your Christian fortitude under other circumstances, I trust that Heavenly balm and consolation will be poured upon your heart. May God bless and sustain you, my dear friend.

If I can in any way be useful to you, or relieve you of any care, I trust that you will call upon my services,

With deepest friendship,

Yours sincerely,

Rudolph Hall.

Mrs. H. Morton.

To a Friend on the death of a Wife.

Bristol, July 16th, 18—.

Dear Louis,—I cannot express to you how deeply shocked and grieved I was to hear to-day of the sad accident that has deprived you of so beloved and loving a wife.

In your first bereavement it will be hard to see any comfort in such a dispensation, but you may later be thankful that the lost one was spared all suffering, and that her pure spirit went home without the painful passage of a long illness.

I will not now intrude upon your privacy, but trust that

if I can be of any service you will accord me the privilege of an old friend, and command me freely.

May God comfort you, dear Louis, and lighten your weight of sorrow,

I am,

Ever your sincere friend,

F. V. Coulter.

Mr Louis Mayberry.

To a Friend on the Death of a Boy

Ambleside, Oct, 29th, 18—.

Dear Laura,—My heart is full of sorrow for you, in your great affliction. Too well do I know the unspeakable agony of such a loss as yours, and realize fully how cold all words of comfort sound to the bereaved heart. Yet if the tenderest and most loving sympathy can soothe your sorrow, believe me, dear friend, they are yours from my inmost heart.

God grant that you may soon feel the holy joy of knowing that you have an angel in Heaven who calls you mother, and feel grateful that your sinless little one is removed from the trials and temptations of this world.

I will see you very soon, but in the meantime I trust you will not hesitate to call upon me if I can in any way serve you.

Trusting that God will sooth your sorrow, as only His mercy can.

I am, as ever,

Yours most lovingly,

Emily Francis.

Mrs. Geo. Hollas.

To a Friend on the Death of a Daughter.

Mirfield, Nov. 23rd, 18—,

My Dear Friend,—It is with heavy sorrow that I have learned of the fatal termination of Mary's illness. I have lost a friend whose affection and sympathy have been most precious to me, and can deeply appreciate what her loss must be to a father whose comfort and pride she has been for so many years.

I cannot write words of comfort, my heart is too heavy. I weep with you, my friend, over your desolate home and can only pray that God will comfort you.

Will you allow the accompanying wreath to be placed beside my dear friend? It was agreed between us long ago that the bridal wreath of each was to be the gift of the other, and the pure white blossoms are offered now with tears of sorrow resting upon their leaves.

With deep sympathy I am,

Yours sincerely,

Ellen Hawley.

Mr. D. C. Batts.

To a Friend on the Death of a Mother.

Liverpool, June 11th, 18—.

Dear Eleanor,—I do not write to attempt to comfort you under your heavy bereavement. You will naturally grieve for the loss of so affectionate a parent as you have lost, and time will alone soothe your sorrow. Yet you must, even in your first sorrow, remember how much of her place you must fill to your dear father and little Harold, and in endeavouring to comfort them, God will permit you to find much of your own comfort.

If there is any way in which I can assist you, I trust

you will call upon me, but unless I can aid you, I will not intrude upon you now.

Trusting that Divine Love will soothe your sorrow,

I am, dear Eleanor,

Ever your friend,

Harriet Bateman.

Miss Eleanor Shaw.

To a Friend on the Death of a Father.

Bath, Jan. 17th, 18—.

Dear Reynold,—Deeply as I sympathize with you in your heavy loss, I cannot but be grateful that your dear father is relieved from the frightful agony of the past three months, and is in the happy home of the redeemed, enjoying the reward of his pure Christian life.

I have lost a dear friend, and you a father, whose bright, unspotted life will, I trust, be a holy example for all your future career. I know, dear Reynold, how deep and sincere must be your grief at such a heavy bereavement, and trust that Divine Providence will sustain you, and grant you that solemn and sacred comfort that no earthly power can ever take from you.

With deepest sympathy, I am, dear friend,

Yours most sincerely,

Antoine Arndrey.

Mr. Reynold Brown.

To a Friend on the Death of a Brother.

Taunton, Dec. 20th, 18—.

Dear Harry,—With profound regret and deep sympathy I have heard of your irreparable loss. The mutual friend of yourself and dear Charlie, I know how strong

was the love between you, exceeding even that of most brothers, and I can readily feel how deep must be your sorrow and great your loss.

I feel that I am powerless to send words that can assuage your affliction, and can therefore only commend you most earnestly to Him who is the friend of the sorrowful, trusting that His love will dry your tears.

If I can in any way serve or relieve you, call upon me unhesitatingly.

With deep sympathy and affection, I am,

Ever your friend,

DENNIS DUNN.

Mr. HENRY VOGLE.

To a Friend on a Sudden Reverse of Fortune.

HEBDEN BRIDGE, July 7th, 18—.

MY DEAR MRS. HILLERY,—I was deeply pained to hear of your sudden and heavy loss, and hasten to offer to you not only my sincere sympathy, but my aid in whatever way I can benefit you.

I know your cheerful disposition will find the "silver lining to a cloud" as quickly as any man, and as you are young, strong and enterprising, I trust before long to see you entirely retrieve the present misfortune. Looking such a sorrow manfully in the face deprives it of half its sting, and you will soon, I am certain, find your comfort in the consciousness that you are building up again what this gust of ill-wind has blown down.

Command me freely, or I shall fear that you have ceased to value my friendship.

Ever your sincere friend,

L. WRIGHT.

Mrs. S. V. HILLERY.

To a Friend on the Death of a Sister.

No. 47 —— St., Doncaster, April 28th, 18—.

My Dear Mrs. Kendall,—I trust that you have not attributed my silence to a want of sympathy for you in your great sorrow. I have been absent from the town for two weeks, and did not hear of your loss until my return.

I have too long enjoyed the friendship of your departed sister not to feel that words of mine are totally inadequate to soothe the grief you must naturally experience at the loss of one so gentle and affectionate, yet I cannot refrain from offering my sincere sympathy.

That Heaven will lighten your sorrow, is the sincere prayer of

Yours sincerely,

Sarah Sullivan.

Mrs. O. E. Kendall.

To a Friend on the Death of an Infant.

Pimlico, June 3d, 18—.

My Dear Mrs. Porter,—I know that with your heart still bleeding from your recent heavy sorrow, words of mine will fail to carry any comfort, yet I must write a few words to assure you that I am thinking of you and praying for you.

It will be a source of gratitude to you in the future, that the pure little spirit of your child returned to the Saviour's arms unspotted by this world's temptations.

I send a few wild flowers that I trust you will permit to rest upon your darling's pillow.

With the warmest sympathy, I am, dear friend,

Ever yours sincerely,

Bella Barnwell.

Mrs. R. Porter.

To a Friend on the Loss of a Valuable Ship at Sea.

Birkenhead, Dec. 17th, 18—.

My Dear Mr. Dyke,—To-day's paper has informed me of the loss of the "Jay," upon whose speedy return I know you were counting. I write to express to you my unfeigned regret that so severe a loss should have befallen you.

I know that it must be a source of great gratitude to one of your well-known kindness, that you were able to welcome home the officers and crew of the vessel, and to know that loss of life was not added to loss of property.

Trusting that you will soon be able to replace the "Jay,"

I am, my dear sir,

Yours very truly,

W. Tompkins.

V. Dyke, Esquire.

To a Friend Suffering from a Severe Attack of Illness.

Harrogate, Oct. 27th, 18—.

My Dear Mrs. Morris,—I have just heard, with sincere regret, of your illness, and write to express my sympathy and most earnest good wishes for your speedy recovery.

I know that mere words are powerless to soothe actual pain, but I cannot refrain from endeavouring to express to you my heart-felt sorrow at your illness.

I trust if I can be of any service that you will call upon me freely.

Hoping to hear very soon that you are better,

I am yours very truly,

Sallie Wade.

Mrs. S. J. Morris.

To a Friend on the loss of a Limb by Accident.

Luddenden, May 20th, 18—.

My Dear Haydon,,—I cannot find words to express to you how deeply I was shocked and pained to hear of your sad accident. Your brother writes me that you are recovering strength, and your spirits are buoyant as ever, so we may thank God it is no worse. Your life is spared, and time will reconcile you, I trust, to your loss. I am thankful that your right arm has not suffered, as that is undoubtedly the most reliable and useful.

Believe me that in your entire circle of friends there cannot be one who sympathizes more deeply than I do in your suffering, or one who more heartily wishes you a speedy restoration to health.

If I can be of service to you in any way, remember that to aid you is ever the sincere wish of

Yours very sincerely,

Edward Potts.

Mr. Norris Haydon.

To a Friend on the Loss of a Lawsuit

Gravesend, April 10th, 18—.

My Dear Mr. Jenkins,—You will believe, I am sure, that it was with the liveliest regret that I heard of your misfortune, in losing a suit upon which so much of your property depended. Your friends were surprised, as they understand so clearly the *justice* of your claims, that a mere legal inaccuracy should have had so disastrous an effect.

Still I trust your loss will not seriously affect your prosperity, but that time and your well-known energy will retrieve the actual loss, and place you even in a better pecuniary position.

Mrs. Munroe unites with me in expressions of regret and sympathy, and hope that Fortune's wheel will soon turn more favourably for you.

With sincere regard, I am,

Yours Truly,

James C. Munroe.

Mr. Henry Jenkins.

To a Friend on Failure in Business.

Woolwich, Feb. 5th, 18—.

My Dear Mr. Wills,—I have just heard with deep regret of your business difficulties, and I need not say how much I sympathize with you. I know that to a man of your keen sense of honour the word failure has a terrible sound, yet you must keep up a brave heart, and live down this stroke of Fortune's scourge.

Your friends, one and all, rejoice that you have been able to prove the causes that led to your misfortune, and claim their respect and confidence even while acknowledging your embarrassments.

Knowing your business ability and great perseverance, I see no cause for mourning too deeply over your misfortune, but hope soon to congratulate you upon brighter prospects.

In weal or woe, dear friend,

Believe that I am ever,

Yours very truly,

Thomas Clark.

Mr. T. L. Wills.

To a Friend on the Loss of Property by Fire.

Onchon, March 8th, 18—.

Dear Lily,—I little thought when I heard the alarm

bell last night, that you were passing through such a terrible ordeal, and was much shocked this morning to hear of your loss. William tells me that your house was insured, but I know that money will never replace the household gods that we all love to collect around us, and can appreciate your feeling of desolation to-day.

Believe me, you have my most earnest sympathy, and hope that you will be able to recover much of your property.

Hoping that the excitement and terror will not affect your health,

I am, dear Lily,
Ever yours sincerely,
MYRA.

MRS. L. G. GRUBB.

To a Friend on the Loss of Property by Robbery.

CASTLETOWN, Nov. 20th, 18—.

MY DEAR MR. RIPLEY,—Your little note telling me of your loss last night has just reached me, and I hasten to offer you my sincere regret for your heavy loss. I hope, however, that the prompt information you were able to give to the police, will lead to the detection of the robbers and the recovery of your property.

Hoping to hear that you have been able to secure the offenders,

I am,
Yours very truly,
Q. R. STABLER.

MR. N. O. RIPLEY.

LETTERS OF FRIENDSHIP AND RELATIONSHIP.

SUCH letters should be easy in their style, and the language will admit of playful allusions, jesting and familiarities. You will find that practice in writing familiar letters, will soon give you a fluency and grace, that you can acquire in no other way.

The subjects for these letters are exhaustless, and where there is great intimacy or close relationship, all the little details of every-day occupation, scenes or interests will be found entertaining. It is not the most elegantly expressed or finished composition that will delight the heart of a far-away friend or relative, but the one that contains the most of home detail and feeling.

The fault that is most apt to characterise familiar letters is egotism. It is difficult to write very often to one who is very dear to you, and not dwell frequently upon the personal pronoun, but a little care will prevent its too frequent recurrence, and very often all such personal details of action and feeling are what your friends most desire.

Ease in writing these letters is one of the most valuable and desirable accomplishments that can be acquired by either lady or gentleman, and to be an entertaining and punctual correspondent will gain you many friends.

From a Sister to a Brother upon Hearing of his Engagement.

Bridlington, Aug. 21st, 18—.

Dear Ralph,—Mother has just informed me of the delightful fact that we are to have a visit from you in autumn, and that you will bring for our loving embraces what I have always longed to possess, a sister. It seems as if I could hardly wait the weeks that must intervene before embracing your Lucy, and assuring her of my sisterly affection.

You may imagine that we were very much astonished, but I assure you that we have all often speculated on the perfections of the fair Miss Lucy, who occupied so much of your time, thought, and space in your letters.

We were much gratified that you thought to enclose her photograph, which has prepossessed us all in favour of the original.

Will you give my warm love to your dear Lucy, and tell her that although personally a stranger, I am a most loving sister to any one who claims the heart of my dear brother Ralph.

Your choice, dear Ralph, must be a worthy one, and believe me, I am all anxiety to welcome your bride.

Ever your loving sister,

Daisy.

Ralph Washburn, Esquire.

From a Mother to a Daughter consenting to her Engagement.

Hartlepool, May 27th, 18—.

My Dear Agnes,—I was not so much surprised at your last letter as you seemed to expect, as I have long judged from the tone of your letters, that Mr. Esterhazy was very attentive, and winning his way to my little daughter's heart.

The manly tone of the letter which he has written to me and the favourable reports I hear of him from all who know him, make me very happy in entrusting to him the welfare of my only child.

You must not think, dear Agnes, that I need such warm assurances of your unaltered affection for myself, although I deeply appreciated and value them. It is in the Providence of our Heavenly Father that the strongest and deepest love of a woman's heart is for her husband, and I should grieve to see you the wife of any one who did not hold in his keeping your first and best earthly love.

I shall look forward more impatiently than ever to the summer vacation when you can dismiss your school finally, and come home; for, believe me, it will not be so hard to part from you, knowing you are under the protection of a loving husband, as it has been to send you forth to the drudgery of teaching.

I enclose a letter for my son in prospective, which I have left unsealed for your perusal. I hope that you will find it as cordial as you desire.

Praying earnestly, my darling, that God will bless your love, I am,

Your most affectionate

Mother.

Miss Agnes Watson.

From a Daughter to a Father, Requesting a Holiday from School.

Greenville Seminary, near Dublin,
May 18th, 18—.

Dear Father,—You were kind enough to promise me, when I last left home, that you would give me anything in reason that I chose to request, when I had thoroughly mastered the whole set of Czerney's studies of velocity. My music teacher is ready to certify that I have won the promised reward.

And now, dear father, my request is to be allowed to come home for one week. I have studied faithfully all this term, and Mr. Marshall is perfectly willing to allow me the boon, if you are also willing. I long with a homesick heart to embrace you all, and am certain that I shall improve more rapidly after a few days of entire rest from brain work.

Hoping to see you soon, and tell you all what I would otherwise write,

I am ever,
Your affectionate daughter,
Madge.

Mr. Simon Walters.

From a Grandmother to a Grandson, on hearing of his Marriage.

Brighton, Sept. 17th, 18—.

My Dear Lawrence,—Your affectionate letter, with its enclosure of wedding cards, has just reached me. Although it is a long time since I have made my failing sight my apology for not writing letters, I feel that I must pen a few lines to tell you of my pleasure in your happy prospects.

It gives me additional gratification, in hearing of your marriage, to know that your bride is one whom you have so long known and esteemed, for I believe that your attachment will be more enduring and happier than if you had made a hasty match.

Give my love to Bertha, and tell her that I hope before long you will be able to spare time to bring her to visit me in my pleasant country home. Cannot I hope for both of you at Christmas?

Trusting, my dear Lawrence, that God will bless you and your dear bride,

I am ever,

Your loving grandmother,

Ann Evans.

Mr. Lawrence Evans.

From a Brother to a Sister, Warning her of an Unsafe Friendship.

Camden Town, May 5th, 18—.

Dear Arabella,—I was deeply pained on reading your last letter, to find that notwithstanding my warning you were still allowing the visits and accepting the attentions of Mr. Harding.

Cannot you believe, my dear sister, that nothing but the deepest interest in your welfare could have dictated the words of caution I spoke to you? Is it necessary for me to give you all my reasons for saying that I feared you would have cause to regret encouraging Mr. Harding's visits? If it must be so, then I will state plainly why I feel such great uneasiness.

I know that Mr. Harding is habitually a scoffer at religion. I have heard him myself say that he was an atheist, and boast of his unbelief. How can you expect any principles of virtue from a man who thus casts his sheet an-

chor away? He is an intemperate man, and one who does not hesitate to indulge in gambling.

I beg of you, therefore, to discourage his visits, which are not creditable to any God-fearing, religious girl, and if he demands any explanation of your conduct show him this letter. Every line accusing him is founded upon my own observation, and I am perfectly willing to have a personal explanation of my motives.

Trusting, dear Arabella, that you will heed a warning that is sent in the warmest brotherly love and interest.

I am, as ever,

Your affectionate brother,

WILL.

Miss ARABELLA HAWKINS.

From a Sister to a Brother who has gone Astray.

SOUTHPORT, June 3d, 18—.

DEAR ALBERT,—With my heart full of grieving love I write to you. Can it be that you, my noble, manly brother, have so far forgotten your home lessons, your mother's teachings, your father's pride in you, my love, as to have habitually frequented the bar-room and gambling saloon? Not once or twice, our informant says, but every evening for weeks.

Albert, my dear, dear brother, pause while there is yet time, and think of the utter destruction of body and soul to which you are hastening. You must be aware of the fearful risk which you are running, and I implore you to stop where you are.

Our mother has wept all day, and father looks as if ten years had been added to his life since that dreadful letter came this morning. Need I say what I have suffered? If your love for us is so far gone that our tears and prayers will not arrest you, then remember that there is a Higher Power, a God of infinite love to a repentant sinner, but a

God of vengeance to those who wilfully abuse his goodness.

What can have wrought such a change in you since you left us? Have virtue and honour, which were your friends and companions, so altered in your eyes that they have become tyrannical taskmasters? Can it be that you are resolved to throw away your principles, sacrifice your conscience, and turn your home into a house of mourning for the pursuit of pleasures that must in the end become scourges to you? I trust not! I pray that your eyes will be opened, and that you will write that you have not spent your last evening in any haunt of vice.

May God bless and strengthen you, my dear brother, and that He may lead you back into virtue's paths is the earnest prayer of

Your affectionate sister,

MARCELLA.

Mr. L. T. SLAYMAKER.

From a Sister to a Brother's Wife.

NEWINGTON, June 16th, 18—.

DEAR LILIAS,—We were very sorry when Ned's letter informed us that we were not to have the pleasure of seeing you this summer, as he at first intended. I suppose the business that detains him will nail you also fast to Hartford, and indeed we could not have the heart to propose to deprive him of your society so soon.

So as we are not to exchange a sisterly kiss this summer, I write to propose that we open a correspondence. I am anxious to form a better acquaintance with one who is so dear to my only brother, and I imagine that you will be glad to know something of Herbert's home, parents, and five sisters. (Does that sound alarming?)

You must believe that we are all very happy that our brother has led the way to matrimonial felicity, and that

he will be able to have a home of his own, though so far away from us. We have all mourned over his loneliness, and offer you a vote of thanks for taking pity upon his bachelor condition.

Will you not write to me soon, and keep up your side of our paper chat? All unite with me in the warmest love for both yourself and Herbert.

Hoping to hear from you soon, I am,

Your affectionate sister,

GERTRUDE.

MRS. HERBERT WAYLAND.

From a Brother to a Sister's Husband.

PAISLEY, Nov. 28th, 18—.

MY DEAR CLAUDE,—It was a real trial to me that I was not able to be present when you made our little Mary a bond of relationship between us. It still seems odd to me to think of my golden-haired pet, whom I have not seen for six years, assuming the duties and dignities of a wife, but I am happy that her choice has fallen upon one whom I have esteemed so long and heartily.

It may be months before I can leave here for even a short visit to York, but if it is possible for you to run down here and shun some of the cold weather, I hope you will do so.

With warmest love and good wishes for yourself and my dear sister, I am, dear Claude,

Ever your affectionate brother,

L. CONWAY.

MR. CLAUDE BARCLAY.

From an Elderly Aunt to a Favourite Nephew.

Norwich, Sept. 30th, 18—.

My Dear Boy,—I write to thank you for the loving message and most welcome enclosure in your mother's last letter. You have been so invariably kind and attentive to your poor old aunt, that there is a warm loving glow in her heart whenever she thinks of you. I remember well, dear Frank, when you were a little boy, how you loved to come to my room to hear stories, and how proud I was when you had conquered the alphabet by my assistance.

As years rolled on and you passed from boyhood to manhood, having a wife and children to claim your love, you still kept an affectionate remembrance for your aunt, and when my husband's death left me in declining years a penniless widow I shall never forget how generously you assisted me.

My heart will cease to beat before it will forget its grateful love for you, dear Frank, and although I can never reward you but by my prayers and affection, I am happy in the belief that God will remember your great kindness to your aged aunt.

With warm love to Maria and the children,

I am,

Yours affectionately,

Margaret Hopkins.

Mr. Francis Clayton.

From a Father to his Son at School.

Nottingham, Feb. 15th, 18—.

Dear Gustave,—I cannot tell you my proud pleasure in hearing such a favourable report from Mr. Milburn of your progress during the last school term. You know how great my anxiety has ever been that you should enjoy

all the advantages of education, yet my most lavished expenditure and greatest care would have been in vain if you had not yourself been willing to give your attention to your studies.

It is therefore with great gratification that I receive such encouraging reports as the last one sent me.

You are my only child, dear Gustave, and since death deprived me of your dear mother's valued society, you have been my sole comfort and solace in this world. It was one of the greatest trials of my life to part with you during your school terms, and nothing but the certainty of your rapid improvement can reconcile me to your absence. Continue then to diligently apply yourself to your books, that I may the sooner be able to recall you to my side.

With warmest affection, I am, my dear boy,

Your affectionate father,

G. C. Tobias.

Gustave C. Tobias, Jr.

From a Mother, Remonstrating with her Son.

Fleetwood, June 22nd, 18—.

Dear Isaac,—It grieves me very much that you again request me to send you a sum of money that it is utterly out of my power to afford you. You are fully aware of the sacrifices I am obliged to make in order to pay your school bills and keep you clothed as well as your companions.

I do not wish to deprive you of these advantages, and am willing to submit to some personal privations in order that you may have a good education; but when you indulge in unnecessary expenses, I feel it my duty to remonstrate with you.

Your little brothers will naturally look for the same ad-

vantages that you enjoy, and the closest economy will not more than enable me to educate them. Justice to them compels me to refuse your unreasonable requests in future.

Hoping that your own affection and good sense will prevent you again making such a heavy demand as your last upon my slender purse,

I am, my dear son,
Your affectionate mother,
MARTHA FETTINGER.

Mast. ISAAC FETTINGER.

From a Widow to her Daughter about to be Married.

BESSBROOK, June 2nd, 18—.

DEAR JANE,—Your loving letter, informing me of your intended marriage, and the kindness of your employer in supplying you with such a pretty wardrobe, reached me this morning.

You say your happiness only wants my blessing. My dear child, most earnestly do I trust that God will ever bless you and your chosen husband.

You say that your husband will unite with you in the wish to have me make my home with you. Deeply as I appreciate his kindness and your love, I shall not accept your offer, at least at present. In my judgment, and it is supported by observation, it is much wiser and better for a young married couple to be alone together for the first few years, and you know my sister would deeply feel my absence.

If you are ill, or you need my services in any way, it will give me pleasure to hasten to you, or I may pay you a visit, but I will keep up my little home here.

Trusting that God will grant his blessings upon your union, I am, dear Jane,

Your affectionate mother,

Mary Ives.

Miss Jane Ives.

From a Lady Friend Complaining of Long Silence.

Hull, July 13th, 18—.

Dear Jessica,—Do you know that it is now three long months since I have had one line from your pen, although this is the fourth letter I have written in that time! What can be the cause of your strange silence? Have I been so unfortunate as to use any word or expression that has pained or offended you? I trust not; but if such is the case, believe me that it was most unintentional, and at least give me a chance to explain the matter.

Sometimes I fear that you are ill, and my heart aches to to think of you so far away, among strangers, upon a bed of sickness. I am longing to send you a full sheet of chat but will wait until I hear something from you that induces me to think another letter acceptable.

Hoping to hear something from you soon,

I am,

Yours truly,

Kitty.

Miss Jessica Harlowe.

Answer to the Foregoing.

Bradford, July 20th 18—.

Dearest Kitty,—I can only write you a few lines in answer to your welcome epistle, to explain my long silence. I have had a most painful felon upon the thumb

of my right hand, and at one time was threatened with amputation to the first joint. That danger is over, but my hand is still almost useless, and has been so since I last wrote you.

Pray dismiss any absurd ideas about my being offended with my dearest friend, and write me the promised sheet of chat. Your letters have been perfect treasures to me, though I could not answer them.

Do write often, and whenever I can hold a pen I will answer, but I must stop now, as my hand is too painful to write more.

Yours truly,

JESSIE.

Miss C. CRAWFORD.

From a Wife who has been Summoned from Home by her Mother's Illness.

HALIFAX, Dec. 18th, 18—.

DEAR WALTER,—I reached here late last night and find all my worst fears confirmed. Mother is very dangerously ill, and I have never left her room since I came here; I am writing now in pencil, and seated close to her bedside hoping with a faint hope that she will revive sufficiently to know me. She has been in a heavy stupor since yesterday at noon, and the physician gives us but a faint ray of hope that she will ever rouse up again.

I trust, my darling, that you do not miss me too much; I gave Hannah what directions I could for your comfort, but I hurried away so that I am afraid you will find many deficiencies in my arrangements.

Trusting to your love to forgive them all,

I am, ever,

Your affectionate wife,

PAULINE.

Mr. WALTER JONES.

Answer to the Foregoing.

Boston, Lincolnshire, Dec. 21st, 18—.

Dear Wife,—Your sad news has just reached me, and my heart is with you, darling, in your painful and anxious watching. While there is life you know there is hope, and I trust that your dear mother will rally from this, as she has done from so many dangerous attacks of illness.

Do not exhaust your own strength, dearest. Remember that if you are ill you cannot be of any use, and force yourself to take the necessary food and rest.

Do not worry about my comfort. Hannah is a perfect treasure, and your thoughtful love made every necessary arrangement.

If it is possible I will come to you in a few days, but write whenever you can, and I will do the same.

Give my love to the family, and assure them of my deep sympathy in their painful anxiety.

Your affectionate husband,

Walter.

Mrs. Walter Jones.

From an Absent Wife to her Husband.

Glasgow, July 26th, 18—.

Dearest Love,—I arrived here safely, at about eleven o'clock this morning, received a most hearty welcome from both uncle and aunt. I am glad that I came, for I truly believe it would have grieved them very much had we both refused their kind invitation, and they are loud in their praises of baby.

It seems already a month since I felt your farewell kiss upon my lips, and baby's first shout this morning on waking in the steamboat berth was "papa! papa!" If it were not that I think he needs change of air, and uncle

and aunt are so pleased, I could scarcely bear the separation from you.

I will write you a long letter to-morrow, but I am anxious to get this into the next mail, as I know you will wish to hear of my safe arrival as soon as possible. Uncle is calling "come, you must hurry," so I close.

With warmest love, darling,

Your very affectionate wife,

AURELIA.

HAROLD JAYNE, Esquire.

Answer to the Foregoing.

LIVERPOOL, July 27th, 18—.

DEAR WIFE,—I was indeed anxious to hear of your safe arrival, and was much relieved by your prompt, loving letter.

I miss you very much, but I hope to see your pale cheeks rosy enough on your return to warrant my firmness in sending you off for change of air. The table looks so dreary without your dear face opposite to me, that I do not enjoy my meals at all, but it will only be for a few weeks, and I hope you will enjoy a winter of better health for your trip.

You must not hurry your visit. Glad as I shall be to welcome you home, I want you to stay through these trying hot days, which are so bad for you and Harry.

Kiss the young rogue for me, and be sure that papa misses his morning romp as much as baby.

Remember me to your uncle and aunt, and write to me very often.

I am,

Yours most affectionately,

HAROLD.

MRS. HAROLD JAYNE.

From a Gentleman to a Friend Announcing his Engagement.

Dover, May 13th, 18—.

Dear Roger,—Your playful raillery has hit upon a happy truth. I am indeed about to become the proud husband of your fair cousin Katie, and you need not be told how precious a treasure I have drawn in the matrimonial lottery. It was all in vain that I endeavoured to steel my heart with my old resolutions of perpetual celibacy, and tried to argue myself into the belief that marriage wreaths were galling chains, and freedom happiness. The bright eyes of my Katie chased away all my resolves, and as I grew to know her pure warm heart, admire her many fascinations, and love her frank guileless nature, I took hold of the better creed that "man was not made to dwell alone," and told her that my happiness rested in her hands.

Her reply you may judge when I tell you that the wedding day is set for the 17th of next month, when we hope to see you among the guests.

Hoping that you may soon demand my congratulations for a similar happiness,

I am, my dear fellow,

Yours truly,

Joe.

Roger Raymond, Esquire.

From a Husband Absent on Business to his Wife.

St. Ives, May 1st, 18—.

My Dear Wife,—You see by the date of this that I am creeping slowly homeward, and I trust that another week will end my business engagements here, and leave me free

to hasten to you again. Nothing could have made this long absence endurable but the fact that I was accomplishing so much in a pecuniary point of view, and thereby increasing the comfort of my dear little wife and the babies. You know, my dearest, what a hard struggle it has been for the last two years to provide even the necessaries of life, and I know you will feel more reconciled to my long absence when you are assured that it will result in engagements that, while they largely increase my income, will diminish my labours.

I am longing unutterably to clasp you in my arms, and hear your sweet voice again.

Hoping that in my next I shall be able to name a definite time for my return,

I am, as ever,

Your affectionate husband,

C. G. Holloway.

Mrs. C. G. Holloway.

From a Repentant Son to his Father.

No. 2, Myrtle St., Liverpool, June 2d, 18—.

Dear Sir,—I dare not call you father until you tell me that my deep and sincere repentance has removed the just anger that you expressed in our last interview. You told me then that I should live to see the sinful folly of my course, and deeply repent the sorrow I was causing both to yourself and my mother.

Oh, I have felt the bitter truth of your words in my inmost heart, and I can never again know peace until you assure me of your forgiveness for the pain that I have caused you. If I may come and throw myself at your feet, send me one line by the bearer, and I will hasten to you. If I have sinned too deeply for forgiveness I will leave Liverpool at once, and you will be for ever relieved of my presence.

Trusting that the love you for so many years manifested for me will now plead in your heart for my forgiveness,

I am,

Your erring but repentant son,

SAMUEL LEIGH.

Mr. S. B. LEIGH

Answer to the Foregoing.

No. 3, GROVE ST., LIVERPOOL, June 2d, 18—.

MY DEAR SON,—Not as a suppliant at my feet, but as a loving son to my arms, I bid you welcome. All my sorrow is gone in the joy of your return, and I wait impatiently for you.

My anger was ever against the sin, and the sinner who truly repents excites only my pitying love.

Your mother is weeping tears of joy over your letter; come at once and let these be the last tears you ever cause to fall from her eyes.

Your forgiving father,

S. R. LEIGH.

Mr. SAMUEL LEIGH.

From a Married Man to a Friend about to Marry.

WETHERBY, April 3d, 18—.

DEAR PERCY,—I ran my eyes over your letter, and read it three times before I could convince myself that it was true. You, the railer against women, the cynic, the declared unchangeable bachelor, about to enter into the list of Benedicts. What can have effected the change? Is Cupid's battery so powerful?

Seriously, my dear boy, your letter gave me the greatest pleasure. You know I have often told you that I

never knew the true enjoyment of life until after I was married, and in a year or two I expect to hear you make the same declaration. The choicest earthly blessings are those that come from the loving hands of a true and tender wife, and no life can be so peacefully happy as that of a man and wife truly united.

I have had but a slight acquaintance with Miss English, but I believe her to be in every way calculated to make you happy.

Trusting that every felicity may attend you, I am,

Yours truly,

T. C. Perry.

Mr. Percy Harper.

From a Married Lady to a Sister about to Marry.

Keighley, Feb. 19th, 18—.

Dear Ernestine,—You will in a few days assume to yourself duties which are at once the holiest, happiest, and most important that can fall to a woman. You are about to unite yourself to a man whose future welfare and happiness will, under Providence, rest to a great extent in your hands, and who will be responsible for much of your earthly good.

I trust that you are not entering into this holy covenant lightly, nor without duly weighing the importance of the step you are taking. I am so much older than you are, dearest sister, and have seen you so very seldom since I left home, that I feel the deepest anxiety about your future.

My own married life, though clouded by some sorrows, has been ever one of perfect confidence with my dear husband, and upon that one fact, I am convinced, rests much of our mutual happiness. He knows every thought of my heart, and I believe that I know his.

I regret extremely that it is not in my power to come to your wedding, for I cannot leave home.

Trusting, dear sister, that you will be very happy,

I am, as ever,

Yours affectionately,

GRACE.

Miss ERNESTINE HUNTLEY.

From a Country Girl to a City Friend.

HAWORTH, YORKSHIRE,
May 2nd, 18—.

DEAR MARTHA,—Your most welcome and loving letter found me, where do you suppose? In the barn hunting for eggs. Down I sat upon a pile of fragrant hay, put my basket of white treasures beside me, and tore open your epistle. You cannot think how comical it seems to me to compare the scene in which your letter was written to the one in which it was perused.

My eyes resting upon the sheet before me, pictured a luxuriously furnished room, with my dear friend in a tasty silk wrapper, satin slippers, embroidered skirt, and hair with chignon and crimps, seated at a dainty desk, with a gold-handled pen tracing loving words upon the creamy paper. Looking beyond the letter, I saw a pair of stout leather boots peeping from the skirt of a calico dress, and hanging over my eyes were the troublesome short curls that will fall there when least wanted. But looking up from the wide open barn doors I saw what made me cease to envy all city refinements. Far away, defining the horizon in a blue outline, stretched a line of high hills, the Ridge, as they are called here, and resting above them, the clear cloudless sky made a vast roofing of superb blue (you can't buy a silk to match it, Mattie). Sweeping down

from the hills into the valley are the forests of the deepest and lightest green, a sea of leaves, and at their feet lay the fields of grain, waving to and fro in the gentle wind. To my right an orchard spread a sheet of snowy and rosy blossoms, while to my left a brook ran babbling along, forming a dancing cascade nearly opposite the barn. A whole brood of wee peeping chicks, with their proud mother, were close at my feet; in a stall near by stood my own pet horse, Coquette, who nodded and neighed whenever I spoke to him; a little white rabbit sat near me, looking up into my face for the choice morsel she generally has from my apron pocket. I could hear my father calling to his horses, as he drove his harrow over a field, my brother whistling as he gathered the first greens, my baby sister cooing as the chickens gathered round mother for their breakfast, and I imagine you would be horrified to be reduced to one silk dress, and no lace shawls "at all, at all."

Your plans for the summer seem to me very charming, and I doubt not you will enjoy your proposed trip very much. Look at Brighton for me too, Mattie, and let me have my share in a long letter.

There is very little for me to write in return for so much information about the girls. I have heard once from Dora, but there was no news in the letter, it merely announcing her safe arrival at home. I miss my school duties and companions very much, yourself most of all.

Mother hopes that before you start for another prolonged summer trip, you will remember that we are anxious to introduce you to some of our country pleasures.

With much love to Mary, and respects to your parents, I am, dear Mattie,

Yours sincerely,

Sophia.

Miss Martha Osgood.

From a Young Lady to a School-mate just Married.

KNARESBOROUGH, Feb. 23rd, 18—.

DEAR ESTELLE,—I have just heard from your cousin Anna, that you are the first of our school-girl circle who has taken upon herself the cares and duties of a wife. Anna writes so affectionately of her "new cousin," that I feel you have every prospect of happiness with one so noble and kind.

I saw your brother about a month ago, and he gave me some half-laughing information that prepared me for Anna's news, but I had no idea you would change your name so soon.

Accept my most sincere good wishes for your future happiness, dear Estelle, and tell your husband that he must be prepared, to feel a friend's interest in all your old friends, especially

Yours sincerely,

BERTA.

MRS. T. R. BUTLER.

From a Young Lady to a Friend who has Slandered her.

BRISTOL, April 15th, 18—.

MISS ROSA POMERY,—I have heard through a mutual friend, upon whose veracity I place the most implicit reliance, of the utterly false and injurious charges which you made against me at Mrs. Scott's table, on Wednesday last. I was so shocked and surprised at such an outrage upon your pretended friendship, that I have called upon others who were present, and who confirmed my friend's statement. I therefore cannot but believe the truth of the story.

I feel myself so perfectly innocent of the conduct and motive of which you accused me, that I demand of you to retract your words before those to whom you have traduced me, or else to tell me from whom you obtained such false stories, that I may call upon those who are guilty of originating the slander, and force the truth to come to light.

If you have had such strange libels from others, it would have shown a more friendly spirit to come directly to me and inform me of their existence, than to repeat them before a large party, amongst whom I number many friends.

Expecting to hear from you at once,

I am, grieved and surprised,

Yours truly,

SABINA ATKINS.

Answer to the Foregoing.

BRISTOL, April 16th, 18—.

MISS SABINA ATKINS,—Your note reached me early this morning, and I have been out all day tracing out the originators of the stories I heard to your discredit. I freely own that it would have been kinder for me to go to you at once, on hearing them, but I believed that the person who could act as you were represented to have done, would do any injury to her friends, if they were not warned of her character.

Your note first caused me to think that I might have been deceived in my estimate of your conduct, and I called at once upon my informant, and showed your note; she referred me to another, and there, after a most painful interview, I succeeded in forcing out the truth that the stories were pure invention and slander. The originator has promised to call upon you and apologize to-morrow, and I will gladly retract what I have said, and ac-

knowledge my own fault in spreading the ill-natured gossip.

If you can forgive me, I will gladly make you any apology to be allowed to sign myself,

Yours truly,

Rosa.

Miss Sabina Atkins.

From a Lad in the Country to a Friend at Home.

Birch Farm, Bolton Bridge, June 17th, 18—.

Dear Phil,—I promised to write you as soon as I arrived here, and must apologize for the delay, but I have hardly had a quiet moment since I came. You know my cousin Bob came here with me, and we found two friends of my uncle's had sent their boys down for the summer. You may imagine how we enjoy ourselves. There are cows, pigs, horses, chickens, ducks, and all sorts of domestic animals in and around the barn, and although I get many a joke made upon my ignorance of country life, it is all in good part, and I find some chances to return the compliment.

Before you have opened your sleepy eyes in the morning, we are out with a hearty breakfast inside of us. Uncle has allowed us to assist the men, and aunty depends now upon us to gather the wild blackberries and raspberries that grow in profusion about a quarter of a mile from the house. We find fish in plenty in the little streams around, and have had numbers of famous walks and rides.

There are plenty of boys on the neighbouring farms, and we make pic-nic parties, walking with aunty's biggest basket stuffed full of cakes, pies, hard cakes, sandwiches, and other good things, on each arm in turn, till we find a shady spot, where we can fish or have a good game at ball, or whatever strikes our fancy; there we

camp for the day, coming home at dusk all ready for the good supper and comfortable beds we know are waiting for us.

I found a young squirrel lately who was lame, and hopping about under a big tree. I have cured his foot, and am taming him. He always knows me, and is as pretty and affectionate as a pet can be. I shall bring him home with me, so that you can see him.

Bob is calling to me that the others are all waiting for me to go over to Mr. Hudson's farm to spend the day. John Hudson, a real nice boy, was here last week, and his mother sent for us all to-day. They are all calling me now, so I must close.

Do write soon, and remember me to all the boys at home. I wish you were all here to enjoy as much pleasure as

Yours affectionately,

NELSON DUNCAN.

Mast. PHILIP MAPLES.

From a Lad to a Sea Captain asking to go to Sea.

BELFAST, June 15th, 18—.

DEAR CAPTAIN HULL,—I have at last obtained mother's permission to write to you, and ask you to take me with you on your next voyage. You know that I have always wanted to go to sea, but mother was so opposed to it, that I abandoned the idea. I tried to do so cheerfully, and have not spoken of it for months, but I think mother knew how great the disappointment was, for as soon as she heard your vessel was at Queenstown she said, "If Captain Hull will take you, Billy, you may go to sea."

You have not seen me for three years, so perhaps you do not know what a tall, stout fellow I have grown. I can swim and manage a boat, and can fish with any of the Bel-

fast boys, and I love the water so much that I am sure I was born to be a sailor. The sea captains here have been very kind about showing me the different parts of a ship, so I am not an entirely green hand.

If you will take me I will try to be useful to you in every way, and you may depend upon me for perfect obedience and a sincere desire to do what is right.

Mother will write to you if you desire it, and she will consider it a great favour, in case you accept my services, if you will let her know what she must get ready for me take.

Hoping to hear from you soon,

I am

Yours truly,

Billy Newton.

Captain G. G. Hull.

Answer to the Foregoing.

On Board the Sea Gull, off Queenstown,

June 17th, 18—.

Dear Billy,—Your letter reached me this morning, and although letter writing ain't much in my way, I write at once in answer.

If your mother is willing and you are so anxious to go, I shall be very happy to take you with me when I sail for Hong Kong in three weeks from now. I think you have been on the coast and among seamen too long to suppose that a sailor's life is one of ease or comfort. You will have to submit to great exposure and privation, oftentimes to danger, and you will be away from your mother's love and care for many months.

Weigh all well, and if you still wish to come to me, I will receive you very gladly. Be here on the last day of the month.

ing received at your house on the footing of a friend. During all that time, I will frankly confess that one attraction, and later, one strong hope have been drawing me ever to your residence, and I need scarcely add that your dear self was the attraction, the desire of winning your favourable regard my hope.

Have I been successful? Has the deep, faithful love that I feel for you any response in your heart? All my hope of happiness in the future hangs upon your answer, for mine is not the fleeting fancy of an hour, but the true, abiding love that is founded upon respect and esteem, and has been for months my life dream.

Your own maidenly dignity has kept your heart so securely hidden from me that I scarcely venture to hope I have a place there but I feel that I cannot endure suspense any longer, and so write to win or lose all.

If you will be my wife, it will be the pride of my life to try to shield you from all sorrow, and to give you all the happiness that a tender, loving husband can bestow upon his first and only love.

Hoping to hear from you soon,

I am,

With respect and devotion,

Yours sincerely,

Octavius Riley.

Miss Tillie Haven.

Favourable Reply to the foregoing.

No. 86, —— St., Warwick,

April 28th, 18—.

My Dear Mr. Riley,—Your kind and manly letter opens my eyes to the fact that what I believe to be only a warm friendship is a stronger feeling. I see that it would be a pain to me to lose your visits and presence, and that such love as you promise your wife would make me very happy.

You see that I answer you frankly, deeming it wrong to trifle with such affection as you offer to me.

I have shown your letter to my parents, and they desire me to say that they will be pleased to have you call this to see them.

With kindest regards, I am,

Yours truly,

Tillie Haven.

Mr. Octavius Riley.

Unfavourable Reply.

No. 86, —— St., Warwick.

April 28th, 18—.

Dear Sir,—Your letter has occasioned me the deepest pain, for I feel that I have, unconsciously, led you to a hope what I can never make a reality. I trust that you will believe that it was in no spirit of coquetry that I encouraged your frequent visits, but because I valued your friendship very highly, and believed that I was to you a very dear acquaintance.

A previous engagement with Lieutenant ————, of the 93rd Highlanders, entirely prevents me accepting the address of any other gentleman; you also, like every honourable man, will respect my faithfulness to him, and see at once sufficient reason why I should subscribe myself,

Your sincere friend,

Tillie Haven.

Mr. Octavius Riley.

Letter of Farewell to a Lady before Starting on a Journey, Requesting an Interview.

No. 202, L—— St., May 3rd, 18—.

My Dear Miss Parks,—I have received this morning a letter from the South that will oblige me to start for Pen-

zance this evening, and probably remain there for several weeks. Before leaving the town, I am very anxious to have an interview with you, and assure you that much of my future happiness will depend upon your granting me this favour.

If I call at your house at —— o'clock, may I hope to find you at home?

Trusting that you will grant my request,

I am, with deep respect,

Yours truly,

St. Claire Ray.

Miss Sarah Parks.

Favourable Reply to the Foregoing.

No. 16, T—— St., May 3rd, 18—.

Mr. St. Claire Ray.

Dear Sir,—I shall be at home at the hour you propose, and pleased to see you.

Yours truly,

Sarah Parks.

Unfavourable Reply.

No. 16, T—— St., May 3rd, 18—.

Miss Parks regrets that a prior engagement will prevent her receiving Mr. Ray this afternoon, but assures him of her most cordial good wishes for his having a pleasant journey and safe and speedy return.

Mr. St. Claire Ray.

From a Gentleman to a Lady Requesting an Explanation of Unfavourable Comments upon him.

Water St., Feb. 22nd, 18—.

Miss Octavia Know, I have just had a long interview with a mutual friend of yours and mine, who has surprised me by repeating your unfounded assertions with regard to me. Of course, what is merely your opinion, I have no right to resent, though I regret that it should be so unfavourable, but I have a right to demand your grounds for asserting that I am an arrant flirt, a hypocrite, and concerned in more than one dishonourable transaction.

Will you have the kindness to inform me with whom I have flirted, how played the hypocrite, and in what dishonourable transactions I have been concerned.

I remain,

Yours in anxiety,

Owen Folevell.

Reply to the Foregoing.

Roche St., Feb. 22nd, 18—.

Owen Folevell, Esq.,—The high tone of your letter might impose upon one who was not so well acquainted with your history previous to your arrival at this place as I happen to be. My opinion was founded upon a knowledge of your life while you resided at St. Ives.

When I inform you that Mrs. Carrie Ryder is one of my most intimate friends and constant correspondents, you will not again request a list of your misdoings. If you consider your course of conduct in deceiving your uncle, endeavouring to ruin your young cousin Charles, and attempting to elope with an heiress of fifteen, *honourable*, I can only say that I differ in opinion.

Octavia Know.

From a Gentleman to a Lady Remonstrating with her for Flirting.

No. 60, M—— St., July 19th, 18—.

Dear Winnie,—You have promised one day to be my wife, and while accepting the entire devotion of my heart have led me to suppose that you gave me the undivided love of yours. It has long pained me to doubt the sincerity of your declarations, but I feel it due to myself to remonstrate with you. You are aware that it is only my anxiety to hasten the day of our union that keeps me away from your side so much, as my uncle will not take me into partnership until I have wound up several complicated business arrangements that require much attention. Yet when I am absent from you, I am working for you in the future, and thinking of you ever.

I only ask of you a little patience, but I cannot submit to such great disregard of my rights and feelings as you have shown in the past fortnight. Four times you have taken long rides with Mr. Arthur, you receive him evening after evening at your own house, when I am obliged to be absent from you, and accept his gifts and court his attentions.

If you prefer him to me, I will not stand in his way, but if this is only thoughtless flirting, I must ask you to consider that you are wronging both of us.

I shall not call again until you reply to this, and inform me whether you will dispense with Mr. Arthur's attentions or mine.

I am,

Yours sincerely,

Raphael Henderson.

Miss Winnifred Bowan.

From a Lady to a Gentleman Accusing him of Coldness.

No. 13, —— St., May 12th, 18—.

Dear Stacy,—It is now eight days since you have been to see me, and I write to ask you what the cloud is that seems to have risen between us. When we were first engaged, you came to my side every evening, and lingering till late, seemed even then unwilling to leave me. You were loving and cordial, and your only desire seemed to be to impress me with the idea of your devotion. Now, you come but seldom, and your manner is cold and constrained, you leave me early and no words of affection fall from your lips.

I do not wish to force you to your old position. You know that my love for you was never betrayed until you most earnestly sought it, and led me to suppose that your whole heart was mine. But, Stacy, I do ask for your confidence.

Is there any trouble in your business or home affairs that makes you cold, or have you ceased to love me? Tell me frankly what estranges you. If my love can comfort you in trouble, believe me it will not be wanting, but if it is valueless, tell me so without reserve. I neither seek nor desire a forced affection.

Hoping to hear from you at once,

I am,

Yours sincerely,

Esther.

Mr. Stacy Abbott.

From a Gentleman to a Lady, Confessing Change of Sentiment.

No. 31, —— St., May 13th, 18—.

Miss Esther Devonport.—Your note has opened my eyes to the folly and wrong of the course I have pursued of late. All night I have been pacing my floor trying to decide what course it was my duty to pursue, and I have decided to answer you frankly as you desire.

I will not attempt to excuse myself, for I deserve your anger, but I will only say that I was myself deceived in my own feelings. When I first paid my addresses to you, I believed that we were congenial, and that I could make you happy. I was not rich, but had sufficient, as I thought for comfort, and thinking you would be content with a moderate competency, I invited you to share mine. Closer intimacy has proved to me my error. Your extravagant wishes are utterly beyond my means, and your bitter and sarcastic remarks upon those of your friends who are not wealthy, prove that you covet a life of luxury.

Again, for you ask for frankness, you have so often pained me by your uneven and sullen temper, that I foresee a life of misery for both after marriage.

I know that honour binds me to you, and therefore will not ask for my release if you do not desire it, but will, if we marry, endeavour faithfully to make you happy by every means in my power, yet, as you demand the reasons for my coldness, I have given them.

Leaving our engagement entirely in your own hands, I am,

Your faithful friend,

Stacy Abbott.

From a Lady to a Gentleman Desiring Release from an Engagement.

No. 67, P—— St., June 7th, 18—.

Dear Edwin,—For in spite of the painful nature of this letter, you are as dear to me as ever, I write to ask you to release me from my engagement to you. I know that you will be startled and angry perhaps at my request, but read my reasons, and then dearest, forgive me if I have caused you pain.

You know that for several months my health has been gradually failing, though I have tried to keep a smile for your loving eyes. Yesterday there was a consultation between our family physician and two of our most eminent doctors, and the result was that I was pronounced an incurable invalid, from a deeply settled spinal disease.

My darling, I love you too dearly now to marry you. I cannot burden your young, vigorous life with a wife whose sufferings must increase, lasting perhaps for years, and which can never end till the grave ends all human pain. I have wept and prayed over my decision, and write with a breaking heart, but it is unalterable.

May God bless you, my own, and grant that another love may comfort you for the loss of one who will remain,

Yours till death,

Stella Creming.

Mr. Edwin Burrill.

From a Gentleman to a Lady Requesting a Lock of Hair.

No. 15, Ellis St., March 14th, 18—.

Dear Nellie,—I come before you this morning in the character of a beggar. Do you know, darling, that al-

though we have been engaged for nearly three months, you have never given me the smallest trifle of a keepsake. I have waited patiently for your own generosity to prompt the offering, but since you are such a stingy little pet that you will not do so, I venture to beg a gift. It must be of gold, darling, the golden threads that cluster so lovingly round your fingers when you twist them into the shining curls that fall so profusely round your head. Out of your wealth you can surely spare me one little curl, to keep in remembrance of you when I am far away, for even the next street seems a hundred miles off after leaving you.

Hoping to find my love-token ready for me this evening, I am,

Nellie dear,

Yours sincerely,

AARON.

Miss HELEN EGBERT.

From a Gentleman to a Lady Requesting Permission to call.

No. 22, C—— St., Jan. 11th, 18—.

MISS VICTORIA DAVIDSON,—Having had the pleasure of meeting you once at the house of your mutual friend, Mrs. Bowen, I venture to write to request permission to call upon you at your own residence. I have been but a short time a resident in this town, but your father will, I think, remember Mr. Martin Krider, of Chester, who is my uncle.

Trusting that you will pardon the liberty I am taking, and grant me a position among your gentlemen acquaintances,

I am,

Yours sincerely,

H. T. KRIDER.

Favourable Reply to the Foregoing.

No. 29, —— St., Jan. 12th, 18—.

Mr. H. T. Krider.

Dear Sir,- -It will give me much pleasure to see you at our residence, and my father desires me to state that his recollection of your uncle makes him very desirous of shaking hands with the nephew.

Yours truly,
V. Davidson.

Unfavourable Reply.

No. 29, —— St., Jan. 12th, 18—.

Miss Victoria Davidson, making it a rule to receive only such gentlemen as are introduced to her by her parents, must decline the honour of Mr. Krider's visits.

Mr. H. T. Krider.

From a Gentleman to a Lady Requesting her Portrait.

No. 37, —— St., Dec. 1st, 18—.

Dear Josephine,—Do you remember about a month ago promising me that if I would give it the first place in my album, you would give me your photograph? I promised and have faithfully kept the page blank, but my picture does not come. Have you repented of your generosity, or have other friends appropriated all that pile of cards you showed me? You cannot escape on the ground of poverty, for I know that your last sitting was a complete success, and have a great desire to own one of those exquisite profiles that you tantalize me by withholding.

Do, my dear Josy, send me at once the promised pic-

ture, that it may comfort me in absence from your presence.

Yours affectionately,

KARL.

Miss JOSEPHINE DUKE.

From an Ardent Lover to a Lady.

No. 48, —— St., May 16th, 18—.

MY DEAR AGNES,—I write to you because the burning love which consumes my heart must find some expression. In your presence I am dumb, not daring to pour out to you the ardent devotion which consumes me. I fear that oftentimes you have thought me stupid and dull, while I was only intoxicated with your loveliness, and listening with eager delight to the music of your matchless voice.

That I love you with all the ardour and devotion of a first true love, I think you must have seen, but I pine for a smile to bid me hope, a word of encouragement to save me from despair.

Will you grant that smile? Will you speak that word? I anxiously await your answer.

I am,

Your devotedly,

E. HAZLETON.

Miss AGNES LOCKMAN.

From a Gentleman to a Lady Seeking to Renew a Ruptured Engagement.

No. 2, R—— St., July 13th, 18—.

MY DEAR MISS JORDON,—Although for nine long months I have not ventured to write to you, or ask you to reconsider the hard decision that drove me from your presence,

I feel that every day increases the love that I have ever felt for you.

I was too deeply conscious of the justice of your sentence to seek to alter your resolution, but since losing you, I have endeavoured faithfully to amend the errors which displeased you. I feel that having so long successfully resisted the temptations to return to my old course of conduct, I may venture to promise you complete reformation, and to entreat you to restore me to my old place in your favour.

You loved me once, my dear Alice; your own sweet voice carried the musical confession to my inmost heart. Did my folly kill your love, or will it come again to your heart?

Trust me again, and you will never have cause to repent it. My whole life will be one desire to deserve your forgiveness and affection.

Hoping to hear from you soon, I am,

Yours unchangeably

PERCIVAL SHOREMAN.

Miss ALICE JORDAN.

Favourable Reply to the Above.

No. 38, B—— ST., Jan. 13th, 18—.

DEAR PERCIVAL,—Your letter has proved to me how vain have been all my efforts to tear your image from my heart. Gladly do I believe that you are again the honourable, noble man to whom I gave my affections, and, so believing, welcome you back again.

I shall be at home this evening, and hope to see you.

As of old, dear Percy, I am

Yours faithfully,

ALICE.

Mr. PERCIVAL SHOREMAN.

stupid letters seems to me childish. Your letters are never stupid to me, and I long for some token of your affection, some knowledge of your life, some glimpses of the heart you assure me is mine.

Write to me then, my darling, often and freely. Your letters will make my long absence endurable, and take away something from the bitterness of separation.

Hoping to hear from you by return of mail,

I am your affectionate

OLIVER

Miss BESSIE KINGHAM.

From a Gentleman to a Lady upon hearing of her Illness.

No. 16, M—— ST., Jan. 5th, 18—.

DEAR NITA,—I was deeply grieved last evening upon calling at your house, to hear of your sudden illness, and to see by your mother's face that it was of so serious a nature. I have been unable to close my eyes all night, thinking of your sufferings, and trying to devise some means for your relief. I wish that I was a physician, love, for then you would have the most devoted professional attendance.

Are you better to-day? I trust you are, and that you will soon be well again. Every hour is a year while we are separated, and I know you are ill.

I am sure that you have every care and attention, yet I long to be of some use. Cannot I get something for you, darling? Will they let you have fruit, flowers, books, anything? Command me and let me feel that I am of some use to you.

Longing to see you again, I am,

Yours most affectionately,

CARROL.

Miss NITA FOWLER.

From a Gentleman to a Lady Apologizing for Absence.

No. 22, —— St., Dec. 25th, 18—.

Dear Emma,—My disappointment is very great at being absent from your Christmas gathering to-day. I was all ready to start, and indeed had one glove on, when my father was taken so alarming ill that we were all afraid of his sudden death. I ran for the doctor, who pronounced him in a fit of apoplexy, and for hours we hung over him, using every means to restore consciousness, but not until late this evening, after eleven o'clock, did he seem to be out of danger.

He is now in a natural sleep, and I snatch this moment to write you, before returning to my place at his bedside. You know how nervous and timid my sister is, and I cannot leave her alone with father without positive cruelty.

As soon as I can leave with safety, I will see you. Pray present my regrets to your parents, that I was not able to honour their kind invitation.

And believe me, dearest,

Yours affectionately,

D. Nottingham.

Miss Emma Levis.

From a Gentleman to a Lady, after Heavy Business Losses, Offering to Release her from Engagement.

No. 15, L—— St., July 16th, 18—.

My Dear Josepha,—I do not know whether the news of my misfortune has yet reached you, or whether it must be my task to inform you of my troubles. The failure of a York house has so involved our firm, that where yester-

day I thought myself wealthy, to-day I find I am ruined. It is a bitter blow to me, but its heaviest pang consists in the fact that I must in honour, release you from your engagement. I had hoped to give you a home adorned with every luxury, wealth, directed by a loving hand, could place within the walls, but I must now find a clerkship and commence again the race for fortune.

I will not urge you to share this struggle. You have been delicately reared and accustomed to the refinements of life, and I cannot ask you to submit to the privations my wife must endure.

I have loved you with entire devotion, but fearing that I cannot make you happy with my changed fortunes, I give you your freedom.

I remain,

Yours very truly,

ELLIOT DRANE.

Miss JOSEPHA ATWOOD.

Reply Declining the Offer.

No. 64, STEAD ST., July 16th, 18—.

DEAR, DEAR ELLIOT,—Why did you not come to me at once, sir, instead of writing me such a dignified letter. Do you suppose for one moment that it was your fortune that made you dear to me, or that the loss of that could detract from my love? You wrong me by writing such lines.

It is true we must be very prudent and wait somewhat longer than we at first intended, before our wedding day, for while you are clerking (is that it?) I mean to study housework and the mysteries of needlework.

It is true that I have been educated for a useless fine lady, but I flatter myself that the same fingers that can embroider and crochet fine work, can learn to manufacture bread and pies; I am convinced that a broom is not

more difficult to manage than a horse, and if I must learn to economize in dress I mean to be independent of milliners and dressmakers.

Come to me, Elliot, and let me try to comfort you somewhat for your loss. Do not think I make light of your misfortunes, but trust that, in prosperity or adversity,

I am, as ever,

Yours faithfully,

JOSEPHA ATWOOD.

MR. ELLIOT DEANE.

Reply Accepting the Offer, and Returning Engagement Ring.

No. 64, T——— ST., July 16th, 18—.

MR. ELLIOT DEANE:

DEAR SIR,—Your generous letter has just reached me, and with a sad heart I accept your release from our engagement. Believe me, that it is not the mere loss of fortune that influences me, but the fact that I feel I could not be the helpmate you would now require.

As you say, I have been delicately reared, and my total ignorance of the details of housework, sewing or any useful accomplishment, would make me a helpless burden upon your hands, unable to assist you in any way.

I return to you the diamond ring with which you bound me to you, and subscribe myself,

Your sincere friend,

JOSEPHA ATWOOD.

From a Lady to a Gentleman accusing him of Inconstancy and demanding the return of her Letters.

No. 32, L.——St., May 6th, 18—.

Mr. Roland Sweetzer:

Sir,—I was both shocked and surprised yesterday at seeing a letter from you to Miss Carey, written within the past week, and making the most ardent protestations of undying love.

Since it is utterly impossible that you can desire to fulfil your engagement to me with such sentiments in your heart for another, I return to you your gifts and letters, and release you from your bondage.

I shall require of you to return my ring, and the letters written in the belief that you were constant.

Stephena Atkins.

From a Lady to a Gentleman upon hearing of his Illness.

No. 26, G——St., Jan. 21st, 18—.

Dear Arthur,—I have been very anxious for the past three days at your strange absence, and to-day your mother writes me the cause. I cannot tell you how sorry I am that it has been illness that has kept you from me, but hope from the tenor of your mother's note that you are now on the road to recovery.

You send word that you will come to me as soon as you are able to stand. I positively forbid you to be guilty of any such imprudence. Pneumonia is not to be trifled with, and my desire to see you is entirely subordinate to my desire for your perfect restoration to health.

Be prudent, dear Arthur, for my sake, and do not ven-

ture into this cold air until you are entirely well. I shall then hope to see you.

In the meantime I will write to you, and when you are able will be glad to see your handwriting.

Lovingly yours,

Lottie Burgess.

Mr. Arthur T. Holmes.

From a Lady to a Gentleman demanding the return of a Photograph taken from her Album.

No. 18, K——— St., July 6th, 18—.

Mr. T. G. Watmough:

Sir,—Upon looking over my photographic album this morning, I find that my picture is gone. I am positive it was there when you had the book last evening, and no one has since had it but myself, as I took it to my room after you left.

I am surprised that a gentleman should be guilty of so great a rudeness, to use no harsher word, as to appropriate, without permission, what he is quite sure would have been refused to him, and demand from you the return of my property.

Ella Rogers.

Letter from a Gentleman to a Lady asking for an Interview upon her Recovery from a Severe Illness and Declaring his Love.

No. 76, R——— St., Oct 3d, 18—.

Miss Violet Lincoln,—Having heard the happy tidings of your recovery from your late severe illness, I write to beg that you will grant me an interview.

The agony which I suffered whilst you were in danger, has opened my eyes to the depth of my affection for you,

and my fear that I should never see you again, proved what a weary, blank life would be to be deprived of your presence.

Will you let me see you and plead for your love, the greatest boon that I can receive on earth.

I love you sincerely and devotedly, and if you can return my affection, your happiness shall be the study of my life.

Anxiously awaiting your reply,

I am, my dear friend,

Yours devotedly,

STEPHEN R. PARKMAN.

NOTES OF INVITATION.

NOTES of Invitation to a large company are invariably written and answered in the third person, and admit of but one form.

Among friends, however, an easier style may be adopted.

Invitations must be written upon a whole sheet of small note paper, but good taste forbids any decoration except the initial or monogram initials at the end of the sheet, and on the envelope. They should be sent for large gatherings at least a week before the time appointed for the party, that, if necessary, a suitable dress may be obtained. For a costume ball or masquerade, two weeks is the usual time allowed for preparation.

Wedding etiquette varies so frequently with regard to invitations and cards that it is useless to attempt to state a rule. The usual form at the present day is however given.

Invitation to Ride.

Mr. Waterbury presents his compliments to Miss Dawson, and would be much pleased if she would accompany him in a drive in Rotten Row, this afternoon at 4 o'clock.

No. 37, Cast St., June 26th, 18—.

Answer Declining the Invitation.

Miss Dawson regrets that an important engagement will prevent her accepting Mr. Waterbury's kind invitation for this afternoon.

No. 23, L—— St., June 26th, 18—.

Answer Accepting the Invitation.

Miss Dawson's compliments to Mr. Waterbury; she accepts with pleasure his kind invitation for this afternoon.

No. 23, L—— St., June 26th, 18—.

Invitation to a Party.

Mrs. Harmon's kind regards to Misses Lucy and Emily Gillet, and requests the pleasure of their company on Thursday evening (January 22nd) at eight o'clock.

No. 47, T—— St., Jan. 15th, 18—.

Answer Accepting the Invitation.

Misses Lucy and Emily Gillet's compliments to Mrs. Harmon; they accept with pleasure her kind invitation for Thursday evening.

No. 46, R—— St., Jan. 17th, 18—.

Answer Declining the Invitation.

Misses Lucy and Emily Gillet present their kind regards to Mrs. Harmon. They regret that the illness of their little brother will prevent their accepting any invitations until all danger from the illness is over.

No. 46, R—— Sr., Jan. 17th, 18—.

Invitation to a Dinner Party.

Mr. Austin presents his warm regards to Mr. Hewler, and requests the pleasure of his company to dinner on Tuesday next (19th), at five o'clock. Mr. Austin expects the pleasure of also receiving Mr. Colburn, of Chester.

The favour of an answer is requested.

No. 37, P—— Sr., Jan. 15th, 18—.

Answer Accepting the Invitation.

Mr. Hewler presents his kind regards to Mr. Austin, and accepts with pleasure his polite invitation for Tuesday next.

No. 14, Q—— Sr., Jan. 16th, 18—.

Answer Declining the Invitation.

Mr. Hewler regrets that a severely-sprained ankle will prevent his accepting Mr. Austin's polite invitation for to-morrow. Mr. Hewler delayed answering until to-day,

hoping to be sufficiently recovered to accept, but his physician forbids him to move.

No. 14, Q—— St., Jan. 18th, 18—.

Invitation to a Pic-Nic.

No. 68, Y—— St., June 21st, 18—.

My Dear Mrs. Sacrider,—Dr. Westgate and myself are endeavouring to make up a party to pass the day at Bolton Woods, on Wednesday next (26th). We should be very glad if you and your family would join the company at our house on that morning, at 7 o'clock, where the omnibuses will call for us.

As the "refreshments" are to be provided by general contribution, we will tax you for half a dozen of your splendid pies.

As early answer will oblige us.

Yours very sincerely,

T. A. Westgate.

Answer Accepting the Invitation.

My Dear Mrs. Westgate,—Was it upon the principle of the "more the merrier," that you invited my family to your pic-nic on Wednesday? I accept with pleasure for Louisa, Harry and myself, and Mr. Sacrider will ride out in the afternoon to join us.

I am,

Yours very truly,

C. Sacrider

Answer Declining the Invitation.

No. 23, M—— St., June 22nd, 18—.

My Dear Mrs. Westgate,—Mr. Sacrider, Mary, Harry, and myself, start for Scarborough on Monday morning, so

cannot accept your polite invitation for Wednesday. If you will accept a basket of cherries as a slight addition to your refreshments, I will direct John to leave them at your house on Tuesday evening.

Hoping that you will spend a very pleasant day,

I am yours truly,

C. Sacrider.

Invitation to a Wedding.

Cards.

Mr. and Mrs. C. L. Dolmer.

Miss Ada Landon.

Invitation.

Mrs. G. R. Landon,

At Home, Thursday Evening, Dec. 3rd, from 7 till 9 o'clock.

No. 37, S—— Street.

Familiar Invitation to a Wedding.

No. 3, S—— St., Dec. 1st, 18—.

Dear Maria,—I have issued but very few invitations for dear Ada's wedding, as we desire it to be almost entirely private; but the presence of a few friends will give us all pleasure. May we count you among those few? The ceremony will be at eight o'clock on Wednesday morning next (Dec 3rd), and at nine we will receive our friends generally to breakfast. Hoping to see you early,

I am,

Yours affectionately,

A. C. Landon.

Mrs. M. R. Buckley.

Answer Accepting the Invitation.

No. 68, S—— St., Dec. 1st, 18—.

My Dear Arabella,—I accept with great pleasure your kind invitation to Ada's wedding, and will be punctual. Give her my kindest love and best wishes. I need not assure you, dear friend, that from my heart I pray that she may be very happy in her new life, and that God will bless her and her noble husband.

With warmest affection,

I am yours truly,

M. Buckley.

Answer Declining the Invitation.

No. 68 S——— St., Dec. 1st, 18—.

My Dear Arabella,—My recent bereavement must plead my excuse for declining your kind invitation to Ada's wedding. I would not cloud her joy for one se-

cond by the sight of my heavy mourning, and I cannot lay it aside for even an hour with my heart so sad.

But I trust that you will believe that my most sincere good wishes are with your daughter, and that from my heart I desire God's blessing upon herself and her husband.

With kindest love to yourself and Ada,

I am, as ever, dear friend,

Yours lovingly,

Maria Buckley.

Mrs. G. R. Landon.

Invitation to make a Summer Visit.

Bolton Bridge, June 22nd, 18—.

Dear Susie,—Summer will soon be here, and already everything here is in its prettiest robe of green. Our strawberries are tinging with sanguinary hue, our cherries begin to show sings of coming to perfection; the horses are all ready for any number of rides and drives, the neighbours open hospitable doors, and but one thing, dear Sue, is wanting to make our summer delightful. You only can grant this, for it is your presence we desire.

Can you come soon and stay a fortnight? We will do everything in our power to make you comfortable, and you know you will be welcome.

Write me by what train we may expect you, and I will drive over to the station to meet you

I will not write you the news, but save it all for our first long chat.

Lovingly ever, dear Susie,

Nettie.

Miss Susan T. Worsley.

Answer Accepting the Invitation.

Leeds, July 24th, 18—.

Dear Nettie,—I delayed answering your kind letter until to-day, that I might set a time for my journey. You know that I have looked forward all winter to our summer together, and now I gladly accept your invitation.

I shall leave here in the 9 A.M. train on Wednesday the 25th of July (D. V.), and if you will be at the station at about 10 A.M you will probably see the face of

Your loving friend,

Susie.

Miss Antoinette Hitchens.

Answer Declining the Invitation.

Leeds, July 24th, 22—.

Dear Nettie,—Your kind invitation reached me in due season, and I waited until to-day to answer it, hoping that I could arrange to see you, if only for a few days. I find, however, that this will be impossible.

Uncle Walter has invited me to go with Cousin Alice and himself upon a trip that will take six weeks, and I had accepted it previous to receiving your kind letter. After I return I must assume housekeeping duties to release mother for a visit to Morecambe, and school will claim me again at the end of the month, so you see I cannot visit Bolton Bridge this vacation.

I should be very glad to have you pay me a visit when I return home. I think we can find means to pass the time pleasantly, and I shall be very, very glad to see you.

Hoping to hear from you soon,

I am, as ever,

Your loving friend,

Susie.

Miss Antoinette Hitchens.

Invitation to Walk.

No. 34, G—— St., June 5th, 18—.

My Dear Miss Etta,—I find I shall have leisure this afternoon to accept your challenge for a walk to Madame Tussaud's Exhibition. Can I have the pleasure of your society for so long a journey? If you are at liberty I will call for you at three o'clock.

Yours very truly,

Evan Norton.

Miss Etta Carleton.

Answer Accepting the Invitation.

No. 16, B—— St., June 5th, 18—.

My Dear Mr. Norton,—When you call at three o'clock you will find me booted and capped for our long walk. You remember you are to be tired first.

Yours truly,

Etta Carleton.

Mr. Evan Norton.

Answer Declining the Invitation.

No. 16, B—— St., June 5th, 18—.

My Dear Mr. Norton,—I am very sorry that a promised visit from my friend, Miss Morrison, will keep me at home this afternoon. Had I known of your leisure time I should have invited her for to-morrow, but hope now that you will abandon your proposed walk, and join us at tea.

Yours truly,

Etta Carleton.

Mr. Evan Norton.

Invitation to a Fancy Ball.

Mrs. Stuyvesant's compliments to Mr. and Miss Morley, and requests the pleasure of their company on Thursday evening, the 31st inst., at 8 o'clock. All guests are requested to attend in costume.

Dancing.

No 54, K—— St. Jan. 17th, 18—.

Answer Accepting the Invitation.

Mr. and Miss Morley accept with pleasure Mrs. Stuyvesant's polite invitation for Thursday, the 31st. inst.

No. 16, P—— St., Jan. 18th, 18—.

Answer Declining the Invitation.

Mr. and Miss Morley regret that the recent death of a near relative will prevent their accepting any invitations for the present season.

No. 16, P—— St., Jan. 18th, 18—.

NOTES ACCOMPANYING GIFTS.

NOTES accompanying gifts and their answers are usually written in the third person, and very short.

Exceptions are made, however, where the parties are relatives or friends of long standing, when a more familiar note may be written.

Never return a gift too soon; it will appear as if you were anxious to be rid of an obligation.

Accompanying the Portrait of a Child.

SOUTHPORT, June 16th 18—.

DEAR IDA,—Will you accept the accompanying portrait in answer to your question, "Can you describe baby for me?"

We think it an excellent likeness, and trust to your kindness to forgive the parental vanity of sending it.

Hoping "our boy" will find favour in your eyes,

We are,

Yours truly,

FRANK AND EDNA.

Miss IDA HOVEY.

Answer to the Foregoing.

BLACKBURN, June 19th, 18—.

MY DEAR FRIENDS,—Many thanks for your kindness in

sending me a portrait of the dear baby. I have framed it, and it hangs between papa and mamma upon my sitting-room wall, where we can all admire it.

Kiss "the boy" for me, and believe me,

Yours very sincerely,

IDA.

Mr. and Mrs. F. V. MOOREHEAD.

Accompanying a Piece of Embroidery for a Child.

CAMBRIDGE, Dec. 3rd, 18—

DEAR SARAH,—Will you allow Maude to accept and wear the accompanying little dress which it has given me much pleasure to embroider for her. Believe me that into every fold I have stitched a loving thought for your little one.

Yours very sincerely,

MARY ALLEN.

Mrs. S. T. VOGDES.

Answer to the Foregoing.

CHELSEA, Dec. 5th, 18—.

DEAR MARY,—I thank you most earnestly for your beautiful gift to my little girl. It fits her perfectly, and her large blue eyes hunt out all the pretty flowers with shouts of delight. You must come over soon and judge for yourself how charmingly becoming it is.

I am,

Yours sincerely,

SARAH VOGDES.

Mrs. M. G. ALLEN.

Accompanying a Wedding Gift of a Bracelet.

No. 34, A——— St., Jan. 5th, 18—.

Miss Mary Linden sends her kindest love and best wishes to Miss Annie Clarke, and begs that she will accept the accompanying trifle as a token of her affection and sincere desire for her future happiness.

Answer to the Foregoing.

No. 6, Z——— St., June 6th, 18—.

Miss Annie Clarke presents her sincere thanks to Miss Mary Linden for the exquisite token of her affection, and her kind wishes.

Accompanying a Gift on the Eightieth Birthday.

Dorchester, Feb. 16th, 18—.

My Dear Madam,—It is now many long years since you and I changed birthday greetings, but if I mistake not, to-day is the anniversary of your natal day. Will you accept the accompanying trifle as a proof that no time can dim the unchanging friendship of

Yours sincerely,

A. Fletcher.

Mrs. G. T. Bucklin.

Answer to the Foregoing.

Preston, Feb. 17th, 18—.

My Dear Friend,—Your valuable and welcome gift re-

minded me that I was passing another milestone in the journey of life. In my lonely old age, looking forward to a re-union with those gone before, it is very sweet to me to feel that I retain such thoughtful friendship as dictated your gift.

For both gift and kind remembrance, accept the sincere thanks of

Yours gratefully,

GEORGIANA BUCKLIN.

Mr. A. FLETCHER.

Accompanying a Basket of Fruit Raised by the Donor.

BANBURY, JULY 30th, 18—.

DEAR THEODORE,—Will you accept the accompanying basket of fruit from the tree in my orchard which you admired so much. I am anxious to prove the truth of my words, that the beauty of the tree was only a small part of its merit.

I am,

Yours truly,

C. REEVES.

Mr. T. DERBOROUGH.

Answer to the Foregoing.

DEAR CONSTANT,—Your delicious fruit was very welcome as I sat scorching in my library yesterday, and I am ready to sign any document in favour of the merit of the noble tree.

With many thanks for your kind remembrance,

I am,

Yours truly,

THEODORE.

MR. CONSTANT REEVES.

Accompanying a Christening Gift of a Silver Cup.

No. 48, B—— Sr., March 6th, 18—.

Will dear little Harry accept the accompanying trifle from his affectionate god-father?

H. Dicidus.

Answer to the Foregoing.

No. 69, Y——— Sr., March 6th, 18—.

Harry's mamma appoints herself the committee to thank Mr. Dicidus for his beautiful gift to his little god-child.

Accompanying a Bouquet of Flowers to a Lady.

No. 56, D—— Sr., Feb. 7th, 18—.

Will Miss Montfort honour Mr. Mills by carrying the accompanying flowers to the opera this evening?

Answer to the Foregoing.

No. 2, W—— Sr., Feb. 7th, 18—.

Miss Montfort's compliments and thanks to Mr. Mills. His tasteful offering will be a welcome addition to her toilet for this evening.

Accompanying a Betrothal Gift.

No. 64, E—— St., July 23th, 18—.

My Dear Adela,—Will you accept and wear the accompanying ring as a pledge of the undying love of

Yours faithfully,

Fritz.

Miss Adela Lambert.

Answer to the Foregoing.

No. 2, F—— St., July 24th, 18—.

Dear Fritz,—Your valuable gift will be doubly precious to me as a token of your love. It shall remain upon my finger as a sweet memorial of you.

Yours truly,

Adela.

Mr. Fritz Riter.

Accompanying a Book sent by the Author.

Maple Grove, May 8th, 18—.

Will Miss Miller accept the accompanying volume, as a token of the high esteem and regard of the author?

J. C. Hazelhurst.

Miss R. Miller.

Answer to the Foregoing.

No. 16, W—— St., May 8th, 18—.

Miss Miller presents her regards to Mr. Hazelhurst, and accepts his flattering gift with the greatest gratification.

R. Miller.

Mr. J. C. Hazelhurst.

Accompanying a Donation to a Widow.

Milend, London, Jan. 4th, 18—.

Respected Madam,—Will you confer upon me a great pleasure by appropriating to your own use the accompanying check. As an old friend of your husband, and one who was under obligation to him for many favours, I feel that I may claim this privilege.

Trusting that you will forgive the liberty that I am taking,

I am, ever, my dear madam,
Yours respectfully,
S. T. Vick.

Mrs. H. R. Randolph.

Answer to the Foregoing.

Lambeth, Jan. 4th, 18—.

Mr. S. T. Vick.

Dear Sir,—Your generous gift and kind letter have reached me, and from my heart I thank you for both. My sorrow is so recent that I have scarcely made any arrangement for the future, and you were, I know, acquainted with my husband's pecuniary losses. It would be false pride for me to conceal my embarrassments, and I feel the deepest gratitude for the relief from present pressure afforded by your gift.

With an earnest hope that God will reward your kindness.

I am, my dear friend,
Yours truly,
Hannah Randolph.

Note Accompanying a Dog, Requested by the Recipient.

Coventry, May 25th, 18—.

Dear Charles,—Do you remember our old compact about Bruno, that if I ever parted with him you would accept him from me? I am obliged to go to Ireland, and may remain there for two or three years. If you will care for my pet, and give him a place in your house, I shall feel it a great obligation.

Yours truly,

S. C. Hope.

Mr. C. Mallory.

Answer to the Foregoing.

Coventry, May 26th, 18—.

Dear Silas,—Bruno will be a most welcome addition to my household, and you may feel assured that your intelligent pet will receive the kindest care. While I shall gladly greet your gift, I regret very much your absence from Coventry, and trust your stay in Ireland will not be so long as you anticipate.

Yours sincerely,

C. Mallory.

S. C. Hope.

A Present of Music to a Lady.

Pimlico, June 2nd, 18—.

Will Miss Emmeline accept the accompanying extracts from her favourite operas, with many thanks for the great

pleasure the donor has often derived from her exquisite voice and skilful fingers.

J. C. Miller.

Miss Emmeline Cheesboro.

Answer to the Foregoing.

Pimlico, June 3rd, 18—.

Miss Cheesboro presents her compliments and thanks to Mr. Miller, and accepts with much pleasure his choice and beautiful selections of music.

LETTERS OF FAVOUR.

LETTERS that request favours are not easy to write. They place you in the position of a suppliant, and many times are dictated by most trying circumstances. Be careful that you do not urge your claims so strongly as to make your request savour of begging, but you may let the reader see that you fully appreciate that the compliance will be a favour.

Letters conferring favours should be worded to lessen as much as possible the sense of obligation, implying that to accept is as great a favour as to grant the petition.

Letters offering favours should carefully avoid implying that there is any obligation conferred. A genial, pleasant style should be adopted.

Letters refusing favours should be kindly worded, and soften as much as possible in manner, their disagreeable matter. State, whenever it is possible, your reasons for refusing, and express your regret at being unable to give a more favourable reply.

Letters acknowledging favours must be cordial and frank. Never let your correspondent suspect that you feel any weight of obligation, or hint at future service on your own side. When you can return the kindness, hasten to do so, but never hint that it is a return.

Offering the use of a House after a Fire.

Accrington, Feb. 13th, 18—.

My Dear Mr. Quigsley,—Having heard of your terrible

misfortune in the loss of your house last night, I venture to hope that you will accept the use of one of mine, now vacant, in Ellery-street, until you can meet with another. Mrs. Paradyer has furnished a bedroom and kitchen from our own spare goods, hoping that you will overlook all deficiencies and call freely upon her for whatever you may require further.

Trusting that you will allow me thus far to assume the privilege of a friend,

I am, with deep sympathy,

Yours truly

A. A. Paradyer.

Mr. J. T. Quigsley.

Answer Accepting the Favour.

Accrington, Feb. 13th, 18—.

My Dear Friend,—Returning from a long and vain search for a boarding place, your kind note was handed to me.

I most gratefully accept your thoughtful offer, and Mrs. Quigsley is actually crying at the prospect of a house to sleep in to-night.

Thanking you and Mrs. Paradyer most earnestly, for your great kindness,

I am,

Yours very truly,

J. T. Quigsley.

Mr. A. A. Paradyer.

Offering a Loan of Money for Business.

Haverfordwest, Dec. 30th, 18—.

Dear Cyrus,—Knowing that you are desirous of starting in business for yourself, I write to say that an unex-

pected legacy places it in my power to offer you a loan of five hundred pounds, without interfering in any way with my own business or expenditure. I trust that you will let me have a friend's privilege, and accept the money on any terms that will best suit you.

With best wishes for your success in business,

I remain,

Yours truly,

IVAN ROSE.

Mr. CYRUS RIDGWAY.

Answer Declining the Favour.

HAVERFORDWEST, Jan. 1st, 18—.

DEAR IVAN,—Deeply as I appreciate the great kindness of your offer, I feel that I must decline it. I have seen so much of the misery of debt that I have made it an iron rule to owe nothing, and I could not start in business risking another person's money. The fact that it belonged to a very dear friend certainly would not alleviate the pain should I fail to replace it.

I hope in a few years to save sufficient from my salary to start in business in a modest way, and think it is better to wait.

But from my heart I feel your generosity, and thank you most sincerely for the proof of trust and friendship,

I am,

Yours very truly,

C. RIDGEWAY.

Mr. IVAN ROSE,

Offering the Use of Mourning for a Funeral.

LEEDS, Aug. 29th, 18—.

DEAR MATILDA,—I know so well the trial of thinking of

dress when under the first sorrow of a heavy bereavement, that I will offer no apology for writing to request that you allow us to send the clothing necessary for the sad ceremony on Thursday.

Our own deep mourning gives us an ample supply for your own use and your mother's, and believe me, it will be a favour to us if you will allow us to relieve you of the trying hurry of preparation.

With deepest sympathy in your grief,

I remain,

Your sincere friend,

BEATRICE KEYS.

Miss MATILDA BROUGHAM.

Answer Accepting the Favour.

LEEDS, Aug. 29th, 18—.

DEAR BEATRICE,—It will indeed be a great relief to us to leave our mourning dresses for the present, and I thank you sincerely for the thoughtful kindness of your offer, and accept it gladly.

With thanks from both mother and myself for your loving sympathy,

I am, dear Beatrice,

Ever your friend,

MATILDA.

Miss BEATRICE KEYS.

Requesting the Loan of a Book.

MALTON, Jan. 3rd, 18—.

DEAR LILIAN,—If you have entirely finished reading "'Lena Rivers," will you lend it to me for a few days? I

am tied fast to my chair with a lame foot, and find time passes very heavily.

When may I hope to see you?

Yours lovingly,

Clara Wiles.

Miss Lilian Brigham.

Answer Granting the Favour.

Malton, Jan. 3rd, 18—.

Dear Clara,—I send the book with pleasure, and hope that you may enjoy it as much as I did.

I am very sorry to learn that you are suffering, and will call and see you this afternoon.

Yours affectionately,

Lilian.

Miss Clara Wiles.

Requesting a Loan of Money.

Frome, July 14th, 18—.

My Dear Mr. Hunt,—Can you accommodate me by a loan of fifty pounds (£50) until next Wednesday? I expect the payment of some large bills next week, and will then return it, with many thanks for the favour.

I remain,

Yours truly,

G. F. Horner.

L. C. Hunt.

Answer Refusing the Request.

Frome, July 14th, 18—.

My Dear Mr. Horner,—I regret that I have not the

sum that you desire by me, or I would willingly enclose it to you,

Yours truly,

L. C. Hunt.

Requesting a Letter of Introduction.

Southport, May 26th, 18—.

My Dear Mr. Beresford,—I start for Edinburgh to-morrow morning, and would consider it a great favour if you will give me a letter of introduction to Mr. English: I hope that he will give his influence to our scheme, and think an interview may do more than a letter.

With kind regards to your family,

I am, as ever,

Yours truly,

Samuel Birch.

Mr. R. Beresford.

Answer Granting the Request.

Southport, May 26th, 18—.

My Dear Sir,—I enclose with pleasure the letter to Mr. English, and wish you every success in your interview with him.

Hoping you will have a pleasant trip,

I remain,

Yours sincerely,

R. Beresford.

Mr. S. Birch.

Requesting the Loan of a Horse.

Castleford, June 7th, 18—.

Dear Harry,—My "bounding steed," departed this life yesterday afternoon, being so much injured by a fall last week that I was obliged to shoot him. I have an unexpected call to town this afternoon, and take a friend's liberty in asking you to lend me Sans Souci for the ride. I will take every care of him, and return him home before dark.

Yours truly,

Benj. Packard.

Mr. Henry Oliver.

Answer Refusing the Request.

Castleford, June 7th, 18—.

Dear Ben,—Father took Sans Souci to a farm outside the town this morning, two hours before your note reached me, and will not return till this evening.

Regretting that I cannot oblige you,

I am, my dear boy,

Yours truly,

Harry.

Mr. Benjamin Packard.

Offering to Assist in Illness.

Bournmouth, July 13th, 18—.

Dear Felicia,—I have just returned from a visit to my sister, and learn with deep regret of Maria's long illness. I am sure you must be worn out with your weary duties, and I write to offer any assistance that is in my power.

Can I watch for you to-night, or can I in any way help you?

Command me in any capacity in which I can be of use—nurse, cook, errand girl, anything.

I remain,

Yours lovingly,

STEPHENA HADLEY.

Mrs. GRAHAM.

Answer Declining the Favour.

BOURNMOUTH, July 13th, 18—.

DEAR STEPHENA,—Many thanks for your kind offer. I am thankful to say that Maria is so far recovered that she does not need care at night, and I can easily attend to her wants through the day.

She joins me, however, in earnest appreciation of your loving offers, and hopes soon to be able to sit up and enjoy a visit from you.

Yours affectionately,

FELICIA GRAHAM.

Miss STEPHENA HADLEY.

LETTERS OF ADVICE.

THESE letters should never be written except by request. Even when they are most earnestly solicited they are very apt to prove disagreeable, and in many instances will give offence, even when written with the best motives.

Perfect frankness is an important requisite, as sincerity and singleness of purpose will often carry their own conviction.

Never offer advice after a folly or crime has been committed. It is worse than useless. You may give sympathy or reproof if it will benefit, but to point out the preventives after it is too late to use them is only wasting time, unless they are to prevent a repetition of the error.

In giving an opinion, be careful that you do not endeavour to make it a law, and do not be easily offended if your advice is disregarded. Your friend may have many counsellors besides yourself, or circumstances unknown to you may guide his course.

Above all let no selfishness ever creep into a letter of advice. Put your friend's welfare and interest alone in the balance, or if it is a great scheme, the good of others, and let your advice be purely disinterested.

Use such letters judiciously and sparingly.

Advising a Young Man to Study a Profession.

COLCHESTER, May 23rd, 18—.

DEAR ARCHIE,—Your letter announcing your sudden change of fortune, and asking my advice in regard to finishing your law studies, has just reached me. You say that your unexpected legacy will place you above the necessity of earning a support, and seem to consider it time wasted to still study for admission to the bar.

My dear boy, my advice to you would be to continue your studies by all means. You are well aware of the uncertainty of riches in this country. The millionaire of to-day may be the bankrupt of to-morrow, but the man who has a profession or a trade is independent of these reverses of fortune. He has ever the means of regaining the fleeting wealth, and can hold position in right of the honourable pursuit of his calling.

Even supposing your wealth to be so safely invested as to be thoroughly secure, believe me, that a life of idleness will not prove one of happiness. You will be a far nobler member of society as an honest, hard-working lawyer, than a mere butterfly of fashion, than spending your wealth in self-indulgence that may lead you to dissipation.

You have asked my counsel and I give it freely. Let me most earnestly and sincerely assure you that it is best for you in every way to continue the study of your profession.

With hearty congratulations upon your improved propects,

I am, dear Archie,

Your affectionate uncle,

E. O. MCINTOSH.

Mr. ARCHIBALD MCINTOSH.

Advising a Lad not to Leave a half-learned Trade.

Cambridge, Dec. 28th, 18—.

Dear Andrew,—Your letter of the 24th reached me yesterday, but, not wishing to answer it hastily, I have delayed writing until to-day.

You write that Mr. Mills offers to take you into his shop, at higher wages than you are now receiving, and to arrange with your present employers to cancel your indentures, but that you like your trade and feel an interest in becoming the master of it.

My advice, which you say you sincerely desire to have, would be by all means to continue in your present employment. You will acquire a good trade that will always afford you the means of gaining a livelihood, and you will at the same time attain steadiness and perseverance. I think it is the worst of all things in business, for a young man to fly from one pursuit to another, half-learning a great variety of professions and trades, and mastering none thoroughly. He thus acquires restless, discontented ideas, habits of irregularity, and generally ends by being good for nothing at all.

You will at Mr. Mills occupy a very pleasant position, but you will learn nothing, and in a few months may be out of a situation, and forced to begin anew, with perhaps a loss of much that you have learned.

I think it better for you, in every way, to steadily pursue your chosen profession until you have mastered it.

Hoping to hear from you again,

I remain,

Your affectionate cousin,

E. R. Ripley.

Mr. Andrew Ripley.

Advising a Youth to Drop an Acquaintance.

Macclesfield, Jan. 28th, 18—.

My Dear Ulric,—Yours of the 24th, has given me much uneasiness. I see by its tone that you are becoming very intimate with Victor Hamlin, and it grieves me to note it.

My dear boy, I am an old man, and in a long life of observation. I have never seen a young person made happier or better by association with men whose character would not bear investigation. Victor Hamlin is such a man.

He came to your town from, nobody knows where; he refuses to give any account of his previous life; with no profession or trade, he spends money with lavish profusion; he rides fast horses, wears flash jewellery and fine clothing; and his language betrays low origin and an imperfect education.

You are young and must look to your profession for a support, when you have to hold the position in society to which you are entitled by birth. But in order to do this, in order to win for yourself a good name, you must be careful that you do not associate with those who will throw discredit upon you.

There is a sound warning in the old proverb,

"A man is known by the company he keeps."

and I would not have you judged for being the companion of Victor Hamlin.

I have written strongly, for I believe this to be a matter of vital importance to you, and I beg you will give my letter consideration,

I remain,

Your sincere friend,

E. Bomgartner.

Ulric Gossitwitch.

Advising a Lady to Discourage the Visits of a Suitor.

Devonport, Feb. 26th, 18—.

Dear Bianca,—You have asked my advice upon a subject so delicate that I am not very willing to give it, but your letter is so frank that I cannot find it in my heart to refuse your request.

You say that Mr. Milburn leads you to suppose by his manner and conversation that he is feeling more than a friendly interest in you, but that he gives you no opportunity to express your own feelings, which are not as warm as his own. You value his friendship and do not wish to offend him, but can never return his love.

My dear girl, I honour the delicacy of your scruples, but I think you might act with your usual frankness in this matter without giving offence, or if you do so, it is kinder and better to offend now, than to lead your friend on to deeper feeling and then inflict what may be a life-long wound.

I would therefore advise you to be often engaged when Mr. Milburn calls, to decline going out with him, never to see him alone, and to let your manner be reserved when in his presence. Few lovers of so recent a date will survive such blighting conduct, and he will probably cease his visits.

You may be accused of vanity and imputing to him warmer sentiments than he feels, but even this charge is easier to bear than that of coquetry.

Trusting that my advice will not wound you,

I am,

Your sincerely,

Helena Webster.

Miss Bianca Ellerton.

Advising a Young Man against a hurried Marrige.

Dear Lucien,—I have scarcely recovered breath after reading your astounding epistle. You ask me if I don't think you had better propose to Miss Blanche Norton, settle down, and become a respectable member of society.

Why, Lucien, it is only two weeks since I myself introduced you to Miss Norton. You know nothing of her save that she is a pretty, chatty, well-dressed girl. I do not say that she is no more than this, but I do say that it needs more than two weeks to ascertain whether the woman you propose to marry is calculated to make you happy.

Think what you are doing. You are not proposing to select a partner for a dance or a ride, but to take a companion for life, one who must be to you the sharer of all your joy and sorrow, your prosperity or reverses, must bear all your faults, and show you all her own, in short, a *wife* in whose hands will rest much of your future happiness or misery.

My dear friend, do not take so important a step hastily. It is too much a matter of life interest to be rushed into in this way.

Nobody will rejoice more than I will to see you happily married, and settled in a pleasant home, but I should tremble for your future if you acted so hurriedly as you propose.

Take time to think of the importance of the step, and write me that you are prepared to give a little more study to the character of your lady love.

Ever, dear Lucien,

Your sincere friend,

J. Clarkson.

Lucien Tarbell.

Advising a Lady to Refuse Gifts from Gentlemen.

Usk, July, 17th, 18—.

My Dear Calanthe,—Your letter of the 14th has just reached me. By all means, my dear girl, return Mr. Potter's gift of jewellery. I think there is nothing that so soon earns for a young lady the contempt of her friends, as a readiness to accept valuable presents from gentlemen friends. It is a privilege I hope you will grant to none until you are married, when your husband's gifts come to you sanctified by mutual affection.

You say you fear to give offence, but if you make it an invariable rule to refuse *all* gifts, no one can take affront.

I am writing in haste to catch the return post,

I remain,

Yours affectionately,

G. R. Rodney.

Miss Calanthe Wilket.

LETTERS OF EXCUSE.

NEGLECT or impropriety generally calls forth these letters, therefore are they difficult to write, unpleasant often in their details, as they convey to the person who receives them some amount of carelessness or thoughtlessness on the part of the person who sends them; but if frankly and gracefully expressed, will rarely fail to carry their object.

To be of any value, they must be written promptly. Tardiness will imply that they are sent unwillingly, or betray a second neglect as bad as the first.

If you are apologizing for a loss or injury that has been caused by neglect or carelessness on your part, offer to atone or repair it. If for a broken engagement or unintentional slight, state the reasons for your conduct, and express your regret.

Do not make a letter of excuse too stiff, or it will appear a forced reparation, while a heartily-expressed note will make your sincere desire to atone apparent. Still, exaggeration in language is just as bad, as that will appear often insulting. A happy medium of graceful sincerity is best.

Apologizing for Injury to a Borrowed Book.

No. 13, L—— St., May 10th, 18—.

Dear Alice,—I meant to go out this morning to obtain a copy of "The Lost Heiress," to replace the one you lent me, and for which you sent this morning. I will send it to-morrow, and hope you will excuse the delay. Our sit-

ting-room book-case fell yesterday afternoon, and your book was so crushed and broken by falling open, under several heavy volumes, that I am ashamed to return it.

I remain,

Yours truly,

RETTA.

Miss ALICE TRUEFITT.

Apologizing for a Broken Engagement.

MIDDLESBOROUGH, Jan. 13th, 18—.

MY DEAR MISS PORDYEE,—I feel that you will be hurt at my failing to keep my engagement last evening, but you will forgive me I am sure when I explain the cause. I had put on my white kids and was fairly started, when I slipped on the ice and sprained my arm so badly that I was obliged to return to the house, and have suffered the greatest pain all night.

Trusting to your kind heart to forgive me,

I am

Yours truly,

E. S. BANGS.

Apologizing for the Misconduct of a Child at School.

No. 65, P—— ST., June 23rd, 18—.

MY DEAR MISS CONSCIOUS,—I felt very much mortified this morning when Frank came home crying, and saying that he had been so naughty in school that teacher had sent him home; but this afternoon he is so sick that I have sent for the doctor, who says that he is threatened with inflammation on the brain. I think now that his naughtiness in school was probably caused by illness, and

trust your kindness will overlook the trouble he occasioned you.

Yours truly,

FRANCES STAFFORD.

Apologizing for Delay in Executing a Commission for a Friend.

YORK, Oct. 4th, 18—.

DEAR LENA,—Did you think I had forgotten to attend to your commission, received last week? I assure you that I did not neglect your request but was unable to match the dress trimmings. After a faithful search, I write to ask if a black and white cord will suit, as the shade of silk is so peculiar that I cannot get a good match, and think a contrast will be prettier than a poor one.

I delay the original package until I hear from you, and regret that there is any delay in sending it on.

I remain,

Yours sincerely,

DOLLY.

Miss LENA RIVERTON.

Apologizing for the Rudeness of a Servant.

No. 4, T—— St., Jan, 29th, 18—.

MY DEAR MRS. CURTIS,—I was very much annoyed today, upon returning home from a walk, to hear from my daughter of the rudeness with which you were treated by our servant. I knew that she was sullen often, but did not think she would carry her insolence so far as to be uncivil to our friends.

I have discharged her, and hope you will never again meet the reception at our house which greeted you today.

Trusting that you will not let the affair prevent your frequent visits,

I am, with sincere regret,

Yours truly,

R. Rutledge.

Mrs. L. Curtis.

Excusing a Long Delay in Answering a Letter.

Belfast, April, 18—.

Dear Almira,—I felt heartily ashamed this morning when I opened your last letter and found how long ago it was written. The winter has passed away in the interval, and to-day, the anniversary of our parting, recalls to me vividly the pleasant evening we spent together, and the many changes which this winter has brought to me.

Perhaps when I tell you of some of them, you will forgive my long silence, and not punish me, as I humbly acknowledge I deserve, by keeping me waiting six months for a letter.

In the first place, we left Scarborough in October, and came here to live, Frank finding his business prospects were better here. All through November we were getting ready housekeeping, and you would open your eyes wider than ever, could you see the piles of sewing I accomplished. We had our house all ready in December, and on Christmas day had a family party, keeping mother and Lettie here until after New Year's day.

February brought me a tiny claimant upon my time, my first child, whom we have named after dear Aunt Phœbe. I want you to see her, Mira, and tell me if her great blue eyes are not as bright as the spring violets. We think she is a treasure as beautiful and precious as we can ever possess. The days are not long enough for the wee darling's many demands of time, but she is no so cunning and

bright, that I hope before long she will take some care of herself.

I had a long call from our friend, Mrs. Wells, on Thursday last, and she inquired particularly for you, desiring me to send her kind regards when I wrote. Her daughter is in Jersey, teaching children, so if your migrations take you a little further south, you can call upon her.

We have such a quiet, uneventful life, that there is very little of interest to send you. Frank's business is flourishing, baby and I are well, and I think all the family news is included in those two sentences.

Do write to me soon, and tell me of your Continental travels. I did not know you had left home until a few weeks ago, when Alfred wrote to Frank.

Love to Mattie and Helena, when you write home.

Frank sends his kind regards, to which add the warm affection of

Your sincere friend,

E. Jones.

Miss Almira Brown.

Apology for Delay in Acknowledging the Receipt of a Present from a Friend.

Birstal, June 17th, 18—.

Dear George,—You must really think me guilty of great negligence in delaying so long to express my gratitude for your present, which was as welcome to me as it was kind of you.

I was absent from home when your messenger brought the parcel, and I was left in total ignorance of its arrival until this morning.

This, I am sure, will acquit me of any apparent neglect or want of appreciation of a kind and generous act, and, believe me, my thanks are none the less hearty for being tardy.

Should an opportunity of reciprocating ever lie in my power, I shall consider it most unfriendly if you hesitate to avail yourself of it.

Again assuring you of my gratitude,

Believe me,

Your sincere friend,

Tom Woodruffe.

Mr. George Brown, No. 2, N—— St.

FORMS OF ADDRESS.

How to begin and end letters sent to persons of every rank and position in life.

TO THE ROYAL FAMILY.

THE QUEEN.

Superscription.—To the Queen's Most Excellent Majesty.

Commencement.—Madam; Most Gracious Sovereign; May it please your Majesty.

Conclusion.—I remain, with the profoundest veneration, Madam, your Majesty's most faithful Subject and dutiful Servant.

PRINCES OF THE BLOOD ROYAL.

The Princes and Princesses of the *Blood Royal* are the King's Sons and Daughter's, Brothers and Sisters, Uncles and Aunts:—Princes of the *Blood*, merely, are his Nephews and Cousins, who are styled *Highness* only, unless, as in the case of the late Duke of Gloucester permitted by his Majesty to bear the title of *Royal*.

DUKE.

Sup.—To His Royal Highness the Duke of Cambridge.

Comm.—Sir.

Con.—I remain with the greatest respect, Sir, Your Royal Highness's most dutiful and most obedient Servant.

PRINCESS.

Sup.—To her Royal Highness the Duchess of Cambridge, [as wife of a Prince of the Blood Royal].

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Royal Highness's most obedient and very humble Servant.

Wives of Princes of the Blood Royal are addressed in the same form.

The formal style of Dukes of the Blood Royal is *Most High, Most Mighty, and Illustrious Prince.*

TO THE NOBILITY AND GENTRY.

DUKE.

Sup.—To His Grace the Duke of Buckingham.

Comm.—My Lord Duke.

Con.—I have the honour to be, My Lord Duke Your Grace's most devoted and obedient [*most obedient and most humble*] Servant.

The *eldest* Sons of Dukes are, by the courtesy of England, styled *Marquesses*, though usually distinguished by their Father's *second* title, whether it be that of Marquess or Earl.

The formal style of Duke is *Most Noble.*

DUCHESS.

Sup.—To Her Grace the Duchess of Buckingham.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Grace's most devoted and obedient servant.

MARQUESS.

Sup.—To the Most Honourable the Marquess of Lansdowne.

Comm.—My Lord Marquess.

Con.—I have the honour to be, My Lord Marquess, Your Lordship's most obedient and most humble Servant.

The *eldest* Sons of Marquesses are styled *Earls.*

When a Title is taken from the name of a *Place*, as Harewood, &c., we say, "The Marquess *of* Winchester, The Earl of Harewood;" when from a *Family* name, as Townsend, Stanhope, &c., "The Marquess Townsend, The Earl Stanhope."

MARCHIONESS.

Sup.—To the Most Honourable the Marchioness of Lansdowne.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Ladyship's most obedient and most humble Servant.

In addressing all below the rank of Duchess, who have the title of *Lady*, tradesmen should use the words *My Lady* instead of *Madam;* and servants and other persons in inferior stations, *May it please your Ladyship.*

EARL, VISCOUNT, BARON.

Sup.—To the Right Honourable the Earl, &c., of Derby.

Comm.—My Lord.

Con.—I have the honour to be, My Lord, Your Lordship's most obedient and very humble Servant.

The *eldest* Sons of Earls are styled *Viscounts*.

All the Sons of Dukes and Marquesses, and the eldest Sons of Earls, have the title of *Lord* and *Right Honourable;* and their wives are addressed accordingly.

The *younger* Sons also of Dukes and Marquesses are styled *Lords*, and addressed *Right Honourable Lord*, with the Christian name added. Their Wives have the title of *Lady;* and, unless superior to the husband in rank, take *his* Christian name instead of their *own*.

The *younger* Sons of Earls, and *all* the Sons of Viscounts and Barons, are styled *Esquire*, and *Honourable;* and the Daughters *Honourable*. The Sons' Wives take the title of *Honourable*.

COUNTESS, VISCOUNTESS, BARONESS.

Sup.—To the Right Honourable the Countess, &c., of Derby.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Ladyship's most obedient and very humble Servant.

The Daughters of Dukes, Marquesses, and Earls, are styled *Ladies*, and addressed *Right Honourable Lady*, with the addition of Christian name; and should they marry a person of inferior rank (*not being a peer of the realm*), they still retain their title and precedence, changing only their surname; if a peer of the realm, their title and precedency are merged in his, notwithstanding they may have been superior before marriage.

When the Daughter of a Viscount, or a Baron, marries, she takes the name of her husband, reserving the title of *Honourable;* thus, if she marry a Baronet or a Knight, she must be addressed *The Honourable Lady;* if a Commoner, *The Honourable Mrs.*

BARONET.

Sup.—To Sir John Beckett, Bart.

Comm.—Sir.

Con.—I have the honour to be, Sir, Your most humble and obedient Servant.

BARONET'S WIFE.

Sup.—To Lady Beckett.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Ladyship's most obedient and very humble Servant.

KNIGHT.

Sup.—To Sir Peter Laurie.

Comm.—Sir.

Con.—I have the honour to be, Sir, Your most humble and obedient Servant.

The title of Knight is added only in formal documents; and in addressing a Baronet or a Knight familiarly, we must add that Christian name to *Dear Sir*, thus, Dear Sir *John*, Dear Sir *James*.

KNIGHT'S WIFE.

Sup.—To Lady Laurie.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Ladyship's most obedient and very humble Servant.

The Widow of any person of rank, down to a Knight, inclusive, marrying an untitled person, retains the title and name of her former husband; but marrying a person of rank *higher than*, or *equal to* that of her former husband, she assumes *his* title and name.

ESQUIRE.

This title is now given to every man of respectability; but persons entitled to superior consideration are distinguished by "&c. &c. &c." added to the superscription; and it is deemed more respectful to write the word *Esquire* at full length.

The Wives of Gentlemen, where several of the same family are married, are distinguished by the Christian name of their husbands.

Privy Counsellors have the title of Right Honourable, which is prefixed to their name, thus,

Sup.—To the Right Honourable James Abercromby, M. P.

Sup.—To the Right Honourable Sir Archibald Macdonald, Bart.

Comm.—Sir.

Con.—I have the honour to be, Sir, Your most obedient and very humble Servant.

CLERGY.

ARCHBISHOP.

Sup.—To His Grace the Lord Archbishop of Canterbury.

Comm.—My Lord Archbishop.

Con.—I remain, with the highest respect, My Lord Archbishop, Your Grace's most devoted and obedient Servant.

The Archbishop of Armagh is addressed "To His Grace the Lord Primate of Ireland." The other Irish Archbishops as the English ones.

The *clerical* style of an Archbishop is *The Most Reverend.*

BISHOP.

Sup.—To the Right Reverend the Lord [*To the Lord*] Bishop of Durham.

Comm.—My Lord Bishop.

Con.—I remain, my Lord Bishop, Your Lordship's most obedient humble Servant.

DOCTOR OF DIVINITY.

Sup.—To the Reverend Charles Cooper, D. D., [*To the Reverend Dr. Cooper*].

Comm.—Reverend Sir.

Con.—I have the honour to be, Reverend Sir, Your very humble obedient Servant.

DEAN.

Sup.—To the Very Reverend The Dean of Ripon.

Comm.—Mr. Dean [*Reverend Sir*].

Con.—I have the honour to be, Mr. Dean [*Reverend Sir*], Your most obedient humble Servant.

ARCHDEACON.

Sup.—To the Venerable The Archdeacon Wrangham.

Comm.—Mr. Archdeacon [*Reverend Sir*].

Con.—I have the honour to be, Mr. Archdeacon [*Reverend Sir*], Your very obedient humble Servant.

CLERGYMEN.

Sup.—To the Reverend Alexander Clarke.

Comm.—Reverend Sir.

Con.—I have the honour to be, Reverend Sir, Your obedient Servant.

When a Bishop, or other Clergyman, possesses the title of *Right Honourable*, or *Honourable*, it is prefixed to his clerical title. Baronets and Knights have their clerical title placed first.

Sup.—To the Right Honourable and Right Reverend The Lord Bishop of C.

Sup.—To the Honourable and Right Reverend the Lord Bishop of D.

Sup.—To the Right Honourable and Reverend Lord Alston.

Sup.—To the Honourable and Reverend Jacob Markham, D. D.

Sup.—To the Reverend Sir Henry Bate Dudley, Bart.

No clerical dignity confers title or rank on the wife of the dignitary; who, unless she has a title in her own right, or through her husband independently of his clerical rank, is addressed, simply, *Mistress*.

JUDGES, &c.

LORD CHANCELLOR.

Sup.—To the Right Honourable, [*The Lord High Chancellor*] Lord Lyndhurst, Lord High Chancellor.

ROLLS.

Sup.—To the Right Honourable Sir John Romilly, [*To his Honour The*] Master of the *Rolls*.

CHIEF JUSTICE.

Sup.—to the Right Honourable The Lord Chief Justice [*The Right Honourable Sir Thomas Denham, Lord Chief Justice*] of the Court of Queen's Bench.

The Chief Justice of the Court of Common Pleas, and the Chief Baron of the Exchequer, are addressed in the same form; and they are all styled *My Lord*, both on the Bench and off.

PUISNE JUDGES.

The Puisne Judges and the Barons of the Exchequer (who on the Bench are styled *My Lord*) are Knights: and in private intercourse, addressed as such; but the title of Judge being superior to Knight, it is usual to address thus:

Sup.—To the Honourable Mr. Justice Gaselee.

Sup.—To the Honourable Mr. Baron Alderson.

QUEEN'S SERJEANTS.

Sup.—To [*Mr. Serjeant Spankie*] J. Spankie, Esquire, Her Majesty's Serjeant-at-Law.

SERJEANT.

Sup.—To [*Mr. Serjeant Freere*] William Freere, Esquire, Serjeant-at-Law.

NAVAL OFFICERS.

Admirals have the rank of their flag added to their own name and title, thus:

Sup.—To the Right Honourable Lord Viscount Exmouth, Admiral of the Blue.

If untitled, they are styled simply *Sir*; or if familiarly, *Dear Admiral.*

Commodores are addressed in the same way as Admirals, but *Commodore* is only a local rank, and ceases with the command that conferred it.

Captains are addressed, either, "To Capt. John Thornton, R. N.;" or, if on service, "To John Thornton, Esquire, Commander of H. M. S. Invincible."

LIEUTENANTS.

"To Charles Gould, Esquire, R. N.;" or, if on service, "To Charles Gould, Esquire, Lieutenant of H. M. S. Dreadnought."

MILITARY OFFICERS.

All officers in the Army, above Lieutenants, Cornets, and Ensigns, have their military rank prefixed to their name and title.

Sup.—To the Right Honourable *General* Lord Hutchinson.

Sup.—To *Lieutenant General* Sir Thomas Blomefield, Bart.

Subalterns are addressed *Mr.* or *Esquire*, with the name of the Regiment to which they, if on service, belong.

The familiar address of officers above the rank of captain, is *Dear Colonel*, *Dear Major*, &c.

MUNICIPAL OFFICERS.

LORD MAYOR.

Sup.—To the Right Honourable The Lord Mayor of London [*York*, *Dublin*]. The Lord Provost of Edinburgh.

Comm.—My Lord.

Con.—I have the honour to be, My Lord, Your Lordship's most obedient humble Servant.

The Mayors of all Corporations, with the Sheriffs, Aldermen, and Recorder of London, are styled *Right Worshipful ;* and the Aldermen and Recorder of other Corporations, and Justices of the Peace, Worshipful ; but these titles are seldom used, except in Court, or on matters relating solely to their office. The heads of Scottish Corporations are called *Provosts.*

LADY MAYORESS.

Sup.—To the Right Honourable The Lady Mayoress of London [*York, Dublin*].

Sup.—To the Right Honourable The Lady Provost of Edinburgh.

Comm.—Madam.

Con.—I have the honour to be, Madam, Your Ladyship's most obedient humble Servant.

AMBASSADORS, &c.

Ambassadors have *Excellency* prefixed to their other title, and their accredited rank added.

Sup.—To his *Excellency* The Prince Esterhazy, Ambassador Extraordinary and Plenipotentiary, from H. I. M. (His Imperial Majesty), the Emperor of Austria.

Sup.—To His *Excellency* The Honourable Lord Viscount Strangford, G. C. B., H. B. M. (His Britannic Majesty's) Ambassador Extraordinary and Plenipotentiary to the Sublime Ottoman Porte.

Comm.—My Lord.

Con.—I have the honour to be, My Lord, Your Excellency's most obedient humble Servant.

The Wives of Ambassadors also have *Excellency* added to their other titles.

Envoys and Chargés d'Affaires are generally styled *Excellency*, but it is only by courtesy; none but Ambassadors have any right to the title.

Consuls have only their accredited rank added to their names, or titles if they have any.

GOVERNMENT DEPARTMENTS AND PUBLIC COMPANIES.

KING IN COUNCIL.

All applications to the King in Council, the Houses of Lords and Commons, &c., are by Petition, as follows, varying only the title:

To the King's Most Excellent Majesty in Council.

The humble Petition of A. B., &c.

Humbly showeth——

That your Petitioner . . . . . .

. . . . . .

Wherefore your Petitioner humbly prays, that Your Majesty will be graciously pleased to . . .

And your Petitioner, as in duty bound, will ever pray.

LORDS AND COMMONS.

To the Right Honourable the Lords Spiritual and Temporal [*To the Honourable the Commons*], of the United Kingdom of Great Britain and Ireland, in Parliament assembled,

The humble Petition, &c.

TREASURY.

Sup.—To the Lords Commissioners of His Majesty's Treasury.

Comm.—My Lords.

Con.—I have the honour to be, My Lords, Your most obedient servant.

ADMIRALTY.

Sup.—To the Lords Commissioners of the Admiralty, or For executing the Office of Lord High Admiral.

Comm.—My Lords.

Con.—I have the honour to be, My Lords.

These two Boards are usually addressed, by courtesy, *Right Honourable.*

NAVY OFFICE.

Sup.—To the Principal Officers and Commissioners of His Majesty's Navy.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

ORDNANCE.

Sup.—To the Principal Officers of his Majesty's Ordnance.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, &c.

VICTUALING.

Sup.—To the Commissioners for Victualing His Majesty's Navy.

Comm.—Gentlemen.

Con.—I have the honour to be Gentlemen, Your most obedient servant.

AUDIT OFFICES.

Sup.—To the Commissioners for Auditing the Public Accounts.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

CUSTOM HOUSE.

Sup.—To the Commissioners of His Majesty's Customs.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

EXCISE OFFICE.

Sup.—To the Commissioners of Excise.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

TAX OFFICE.

Sup.—To the Commissioners of Taxes.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

STAMP OFFICE.

Sup.—To the Commissioners of Stamps.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

BANK.

Sup.—To the Governor, Deputy Governor, and Court of Directors, of the Bank of England.

Comm.—Gentlemen.

Con.—I have the honour to be, Gentlemen, Your most obedient servant.

EAST-INDIA HOUSE.

Sup.—To the Court of Directors of the United Company of Merchants of England, trading to the East Indies.

Comm.—Gentlemen.

Con.—I have the honour to be, gentlemen, your most obedient servant.

SOUTH-SEA HOUSE.

Sup.—To the Sub-Governor, Deputy, Governor, and Committee of Directors, of the South-Sea Company.

Comm.—Gentlemen.

Con.—I have the honour to be, gentlemen, your most obedient servant.

Commissioners of Government Departments, if they have no other title, are generally named, after their office, and in conversation, *Mr. Commissioner*, or *Commissioner*.

These Commissioners, and the Directors of the Bank, &c., are also often, especially by inferiors, styled *Honourable*, but they have no right to the distinction.

ABBREVIATIONS

USED IN

WRITING AND PRINTING.

A.

A..... Afternoon.—Answer. —Acre. — Adjective. —ā, *or* āā, Ana, of each the same quantity.

A. (*In Commerce.*) Accepted. — a., *or* @. at *or* to.

AAA. (*Amalgama.*) Amalgamation.

A. A. P. S. . American Association for the Promotion of Science.

A. A. S. (*Academiæ Americanæ Socius.*) Fellow of the American Academy.

A. A. S. S. (*Academiæ Antiquariannæ Societatis Socius.*) Member of the American Antiquarian Society.

A. B. (*Artium Baccalaureus.*) Bachelor of Arts.

Abbr..... Abbreviated.

A. B. C. F. M. American Board of Commissioners for Foreign Missions.

Abl..... Ablative.

Abp..... Archbishop.

Abr..... Abridged.

A. B. S..... American Bible Society.

A. C. (*Ante Christum.*) Before Christ.

A. C..... Arch-Chancellor.

Acc..... Accusative.

Acct ..... Account.

A. C. S. .... American Colonization Society.

A. D. (*Anno Domini.*) In the year of our Lord.

A. D..... Archduke.

Ad., *or* Adv. Adverb.

Adj..... Adjective.

Adjt..... Adjutant.

Adjt. Gen .. Adjutant-General

Ad. lib. (*Ad libitum.*) At pleasure.

Adm., *or* Admi. Admiral.—Admiralty.

Adm. Co..... Admiralty Court.

Admr..... Administrator.

Admx..... Administratrix.

Adv. (*Ad valorem.*) At the value — Advent. — Advocate.

Æt., *or* Æ. (*Ætatis.*) Of old age.

A. & F. B. S. American and Foreign Bible Society.

A. F., *or* A fir. Firkin of Ale.

Af..... Africa

Ag. (*Argentum.*) Silver.

Agric..... Agriculture.

Agt..... Agent.

A. H. (*Anno Hegiræ.*) In the Year of the Hegira.

A. H. M. S. American Home Missionary Society.

Al., *or* Ala. . Alabama.

Ald..... Alderman.

Alex..... Alexander.

Alt..... Altitude.

A. M. (*Artium Magister.*) Master of Arts.

A. M. (*Ante Meridiem.*) Before noon.

A. M. (*Anti Mundi.*) In the Year of the World.

A. M. M. (*Amalgama.*) Amalgamation.

Am., *or* Amer. American.

Am..... Amos.

Amb..... Ambassador.

Amt..... Amount.

An. (*Anno.*) In the Year.

An., *or* Ans. Answer.

Ana. (*Medicine.*) In like quantity.

Anat..... Anatomy.

Anc..... Anciently.

Ang. Sax.. Anglo-Saxon.

Anon..... Anonymous.

Ant., *or* Antiq. Antiquities.

A. O. S. S. (*Americanæ Orientalis Societatis Socius.*) Member of the American Oriental Society.

Ap. Apr., *or* Apl. April.

Ap..... Apostle.

A. P. G..... Professor of Astronomy in Gresham College.

Apo..... Apogee.

Apoc..... Apocalypse.

A. R. (*Anna Regina.*) Queen Ann
A. R. (*Anno Regni.*) In the Year of the Reign.
Ar., *or* Arab. Arabic.
Arch.....Architecture.
Arith..... Arithmetic.
Ark.....Arkansas.
Arm..... Armoric, Armenian.
Arr.....Arrived.
Arrs..... Arrivals.
A. R. S. S. (*Antiquariorum Regiæ Societatis Socius.*) Fellow of the Royal Society of Antiquaries.
Art.....Article.
As..... Arsenic.
A. S. A. S. Member of the American Statistical Assocation.
A. S., *or* A. Sax. Anglo-Saxon.
A. S. S U. American Sunday School Union.
Astrol..... Astrology.
Astron..... Astronomy.
A. T.....Arch-Treasurer.
A. T. S.....American Tract Society. — American Temperance Society.
Att., *or* Atty. Attorney.
Atty. Gen. Attorney-General.
Au. (*Aunes.*) French Ells.—(*Aurum.*) Gold.
A. U. A.....American Unitarian Association.
A. U. C. (*Anno Urbis Conditæ.*) In the Year from the Building of the City [Rome].
Aug..... August.
Aust.....Austria, Austrian.
Av.....Average.—Avenue.
Avoir..... Avoirdupois.

B.

B. (*Basso.*) Bass, in Music.
B., *or* Bk....Book.—b. Born
B.....Boron.
B. A.....Bachelor of Arts.—British America.
Ba.....Barium.
Bal.....Balance.
Bar.....Barrel. Barleycorn.
Bart., *or* Bt. Baronet.
Bbl.....Barrel.
B. C.....Before Christ.
B. C. L. ..Bachelor of Civil Law.
B. D. .....Bachelor of Divinity.
Bd.....Bound,
Bds.....Bound in boards.
Belg..... Belgic.
Benj..... Benjamin.
Berks.....Berkshire.
B. F., *or* B. fr. Firkin of Beer.
Bi.....Bismuth.
Bib.....Bible ; Biblical.
Bk.....Bank.—Book.
B. L. (*Baccalaureus Legum.*) Bachelor of Laws.
Bl..... Barrel.
B. M.....British Museum.
B. M. (*Baccalaureus Medicinæ.*) Bachelor of medicine
Bot..... Botany
Bp.....Bishop.
B. R. (*Banco Regis* or *Reginæ.*) King's *or* Queen's Bench.
Br., *or* Bro..Brother.
Br.....Bromine.
Bret.....Breton.
Brig .....Brigade ; Brigadier.
Brig. Gen...Brigadier-General.
Brit.....Britain, British.
Bu. *or* Bush. Bushel.
Bucks.....Buckinghamshire.
B. V.(*Beata Virgo.*)BlessedVirgin.
B. V. (*Bene Vale.*) Farewell.

C.

C. .....Carbon.
C. (*Centum.*) A hundred.—Cent. —Centime. — Congress.
C., *or* Cap. (*Caput.*) Chapter.
Ca.....Calcium.
Cal.....California.
Cal. (*Calendæ.*) Calends.
Cant.....Canticles.
Cap.....Capital. — Caps. — Capitals.
Capt..... Captain.
Car.....Carpentry.—Carat.
C. A. S. (*Connecticuttensis Academiæ Socius.*) Fellow of the Connecticut Academy.
Cash.....Cashier.
Cath.....Catholic—Catherine.
C. B.....Companion of the Bath.
Cb.....Columbium.
C. C.....Caius College. County Commissioners.—County Court.
C. C. (*Compte Courant.*) Account Current.
C. C. C.....Corpus Christi College.
C. C. P.....Court of Common Pleas
Cd.....Cadmium.
C. E.....Civil Engineer.—Canada East.
Ce.....Cerium.
Celt.....Celtic.
Cent, *or* Ct. (*Centum.*) A hundred
Cf. (*Confer.*) Compare.
C. H.....Court-House.
Ch., *or* C.....Church.

Ch. Ch., *or* Ch. C. Christ Church.
Chal., *or* Ch. Chaldron.
Chal.....Chaldee, Chaldaic.
Chanc.....Chancellor.
Chap., *or* Ch. Chapter.
Chas.....Charles.
Chem.....Chemistry.
Chron.....Chronicles, Chronology.
Cit.....Citizen. Citation.
C. J.....Chief Justice.
Cl.....Clerk.—Clergyman. Chlorine.
Clk.....Clerk.
Co.....Cobalt.—Company. County.
Cochl., *or* Coch. (*Cochleare.*) A spoonful.
Col.....Colonial, Colossians.
Col.....Colloquial.
Coll.....College.—Collector.
Com.....Commissioner, Commodore. Commerce. Committee. — Commentary.
Comp.....Compare.—Comparative.—Compound.
Com. Ver....Common Version.
Con. (*Contra.*) Against, or in opposition.
Conch.....Conchology.
Con. Cr., *or* C. C. Contra Credit.
Cong., *or* C..Congress.
Conj.....Conjunction.
Conn., *or* Ct. Connecticut.
Cons., *or* Const. Constable.
Cop.....Coptic.
Cor.....Corinthians.
Corn.....Cornish.
Cor. Sec....Corresponding Secretary.
Cos.....Cosine.
C. P.....Common Pleas.—Court of Probate.
C. P. S. (*Custos Privati Sigilli.*) Keeper of the Privy Seal.
C. R. (*Custos Rotulorum.*) Keeper of the Rolls.
C. R. (*Carolus Rex.*) King Charles.
Cr.....Credit.—Creditor.—Chromium.
Crim. Con...Criminal Conversation, *or* Adultery.
C. R. P. (*Calendarium Rotulorum Patentium.*) Calendar of the Patent Rolls.
Crystal.....Crystallography.
C. S. (*Custos Sigilli.*) Keeper of the Seal.—Court of Sessions.
Ct.....Connecticut. Count. Court.
Ct.....Cent. Cts. Cents
Cu. (*Cuprum.*) Copper.
C. W.....Canada West.
Cur-.....Current, *or* This month.
Cwt. (*Centum* and *weight.*) Hundred Weight.
Cyc.....Cyclopædia.

D.

D., *or* d. (*Denarius.*) Penny, *or* Pence.
D., *or* d.....Day, Died, Dime.
D.....Dutch.
D., *or* Deg...Degree.
Dan.....Daniel, Danish,
Dat..... Dative.
D. C.....District of Columbia. — (*Da Capo.*) Again.
D. C. L....Doctor of Civil Law.
D. D. (*Divinitatis Doctor.*) Doctor of Divinity.
Dea.....Deacon.
Dec.....December, Declination.
Deg.....Degree, *or* Degrees.
Del.....Deleware. Delegate.
Del. (*Delineavit.*) He drew it;—placed on a copper-plate with the name of the draftsman.
Den.....Denmark.
Dep., or Dept. Department.
Dep.....Deputy.
Dept.....Deponent.
Deriv.....Derivative.
Deut.....Deuteronomy.
D. F.....Defender of the Faith. Dean of the Faculty.
Dft., *or* Deft. Defendant.
D. G. (*Dei Gratiâ.*) By the Grace of God.
Di.....Didymium.
Diam.....Diameter.
Dict.....Dictator, Dictionary.
Dim.....Diminutive.
Dis., Disc., *or* Disct. Discount.
Diss.....Dissertation.
Dist.....District.
Dist. Atty...District Attorney.
Div.....Divided. Division.
D. M.....Doctor of Music.
Do. (*Ditto.*) The same; as aforesaid.
Dols., *or* $...Dollars.
Doz.....Dozen.
D. P.....Doctor of Philosophy.
Dpt.....Deponent.
Dr..... Doctor. — Debtor.—Dram.
D. T. (*Doctor Theologiæ.*) Doctor of Divinity.
Dut.....Dutch.
D. V. (*Deo Volente.*] God willing.
Dwt. (*Denarius* and *weight.*) Pennyweight.

E.

E.....Erbium. — East — Earl.—Eagle
Ecc., *or* **Eccls.** Ecclesiastical
Eccl.....Ecclesiastics. — Ecclesiastical
Eccl. Hist Ecclesiastical History
Ecclus.....Ecclesiasticus
Ed.....Edition.—Editor
Edm.....Edmund
Eds.....Editors
Edw.....Edward
E. E.....Errors expected. — English Ells
E. Fl.....Ells Flemish
E. Fr.. .....Ells French
E. G, e. g. (*Exempli Gratiâ*,) For example
E. I..... East Indies, *or* East India
E. I, C.... East India Company
Elec.....Electricity
Eliz.....Elizabeth
E. Lon.... East Longitude
Emp.....Emperor, Empress
Ency., *or* **Encyc.** Encyclopædia
E. N. E....East-north-east
Eng.....England, English
Ent.....Entomology
Env. Ext....Envoy Extraordinary
Ep.....Epistle
Eph.....Ephesians, Ephraim
E. S..... Ells Scotch
Esd.....Esdras
E. S. E.....East-south-east
Esq. *or* **Esqr.** Esquire
Esth.....Esther
E. T.....English Translation
Et. al. (*Et alii.*) And others
Et al. (*Et alibi.*) And elsewhere
Etc., *or* **&c.** (*Et cætera*) and others, and so forth
Et seq. (*Et sequentia.*) And what follows
Eth.....Ethiopic
Ex..... Example.—Exodus
Exc.....Excellency.—Exception
Exch.....Exchequer.
Exod.....Exodus
Exon. (*Exonia.*) Exeter.
Exr.....Executor
Ez., *or* **Ezr.** Ezra
Ezek.....Ezekiel

F.

F.....Fluorine
F., *or* **f**.....Franc.—Florin.—Feminine
Fahr.....Fahrenheit
Far.....Farthing.—Farriery
F. A. S.....Fellow of the Society of Arts
F. D. (*Fidei Defensor*, or *Defensatrix.*) Defender of the Faith
F. E., *or* **Fl. E.** Flemish Ells
Fe. (*Ferrum.*) Iron
Feb.....February
Fem.....Feminine
F. E. S.....Fellow of the Entomological Society
F. G. S.....Fellow of the Geological Society
F. H. S.....Fellow of the Horticultural Society
F. H. S....Fellow of the Historical Society
Fig.....Figure.—Figurative
Fin.....Finland
Finn.....Finnish
Fir.....Firkin
Fl, **Flor.**, *or* **Fa. Flor.da**
Fl..... Flemish
Fl., *or* **fl**....Flourished.—Florin
Fl. E.....Flemish Ells
F. L. S....Fellow of the Linnæan Society
Fo., *or* **Fol**..Folio
For.....Foreign
Fort.....Fortification
Fr.....France. — French.—Francis
F. R. A.....Fellow of the Royal Academy
F. R. S.....Fellow of the Royal Society
F. R. A. S..Fellow of the Royal AstronomicalSociety
Fr. E.....French Ells
Fred.....Frederic
Freq.....Frequentative
F. R. G. S. .Fellow of the Royal Geographical Society
Fri.....Friday
F. R. S. E..Fellow of the Royal Society, Edinburgh
F. R. S. L...Fellow of the Royal Society of Literature
F. S. A.... Fellow of the Society Antiquaries. Fellow of the Society of Arts
F. S. A. E..Fellow of the Society of Antiquaries, Edinburgh
Ft.....Foot, *or* Feet.—Fort
Fth.....Fathom.
Fur.....Furlong
Fut.....Future
F. Z. S.. ...Fellow of the Zoological Society

G.

G.....Glucinum
Ga., *or* **Geo.** .Georgia
Gael.....Gaelic

Gal.....Galatians.—Gallon
G. B.....Great Britain
G. C. B....Grand Cross of the Bath
G. C. H....Grand Cross of Hanover
Gen.....General.—Genesis.—Genitive
Gent.....Gentlemen
Gent. Mag.Gentleman's Magazine
Geo.....George.—Georgia
Geog.....Geography
Geol.....Geology
Geom.....Geometry
Ger.....German. Germany
Goth., *or* Go. Gothic
Gov.....Governor
Gov. Gen. . Governor-General
G. R. (*Georgius Rex.*) King George
Gram.....Grammar
Gtt. (*Gutta Guttæ.*) Drop, drops
Guin.....Guinea, guineas

H.

H.....Hydrogen
H., h., *or* hr. Hour
Hab..... Habakkuk
Hag..... Haggai
Hants.....Hampshire
H. B. C....Hudson's Bay Company
H. B. M....His, *or* Her, Britannic Majesty
Hdkf.....Handkerchief
H. E., *or* h. e. (*Hoc*, or *hic, est.*) That, *or* this, is
Heb.....Hebrews —Hebrew
H. E. I C. Honourable East India Company
Her..... Heraldry
Herp.....Herpetology
Hf. bd.....Half-bound
Hg. (*Hydrargyrum.*) Mercury
Hhd.....Hogshead
Hil..... Hilary
Hin.....Hindoo. Hindostan. Hindostanee
Hist.....History
H. J. S. (*Hic jacet sepultus.*) Here lies buried
H. M.....His, *or* Her Majesty
H. M. P. (*Hoc monumentum posuit.*) Erected this monument
H. M. S....His, or Her Majesty's Ship, *or* Service
Hon.....Honourable
Hon'd.....Honoured
Hort.....Horticulture
Hos.....Hosea
H. P.....Half-pay
H. R.....House of Representatives
H. R. E....Holy Roman Empire
H. R. H....His, *or* Her, Royal Highness
H. R. I. H.(*Hic requiescit in pace.*) Here rests in peace
H. S. (*Hic situs.*) Here lies
Hum., *or* Humb. Humble
Hun.....Hungary, Hungarian
Hund .....Hundred
Hyd.....Hydrostatics

I.

I.....Iodine
I., *or* Isl....Island
Ia.....Indiana
Ib., *or* Ibid. (*Ibidem.*) In the same place
Icel.....Iceland, Icelandic
Ich..... Ichthyology
Id. (*Idem.*) The same
I. e., *or* i. e. (*Id est.*) That is
I. H. S. (*Jesus Hominum Salvator.*) Jesus the Saviour of Men
Ill.....Illinois
Imp.....Imperial. — Imperative.—Imperfect
In.....Inch, inches
In., Ia., *or* Ind. Indiana
Inc., *or* Incor. Incorporated
Incog. (*Incognito.*) Unknown
Ind.....India, Indian, Indiana
Indic.....Indicative
Ind. Ter..... Indian Territory
Infin..... Infinitive
In lim. (*In limine.*) At the outset
In loc. (*In loco.*) In the place
I. N. R. I. (*Jesus Nazareni, Rex Judæorum.*) Jesus of Nazareth, King of the Jews
Inst..... Instant, *or* Of the present month
Int. ..... Interest
Interj..... Interjection
In trans. (*In transitu.*) On the passage
Io.....Iowa
I. O. O. F... Independent Order of Odd Fellows
Ipecac..... Ipecacuanha
Ir..... Ireland. Irish. Iridium
Isa ..... Isaiah
I. T .... Indian Territory
It.....Italy. Italian. Italic
Itin.....Itinerary

J.

J..... Judge
J. A... .....Judge Advocate
Ja., *or* Jas . James
Jac ..... Jacob
Jam..... Jamaica
Jan.....January

J. C. D.....Doctor of Civil Law
J.D(*Jurum Doctor.*)DoctorofLaws
Jer..... ...Jeremiah
Jno..... .. . . John
Jo ..... Joel
Jon.....Jonah
Jona.....Jonathan
Jos.....Joseph
Josh.....Joshua
Jour.....Journal
J.H. S(*Jesus Hominum Salvator.*) Jesus the Saviour of Men
J. P... ....Justice of Peace
J. Prob ....Judge of Probate
J, R. (*Jacobus Rex.*) King James
Jr., *or* Jun .....Junior
J, U. D.(*Juris utriusque Doctor,*) Doctor of both Laws, i, e, the Canon and Civil Law
Jud .....Judith
Judg .....Judges
Jul.....July—Julius
Jul Per.....Julian Period
Jun.....June—Junius
Jus P.....Justice of the Peace
Just., *or* Jus...Justice

K.

K.....King — (*Kalium.*) Potassium
K. A..... ...Knight of St. Andrew, in Russia
K. A. N ..... Knight of Alexander Newski, in Russia
Kan ..... Kansas
K. B.....Knight of the Bath
K. B.....King's Bench
K. B. A.. ... Knight of St. Bento d'Avis, in Portugal
K. B. E..... Knight of the Black Eagle, in Russia
K. C.....King's Counsel
K. C.....Knight of the Crescent, in Turkey
K. C. B ..... Knight Commander of the Bath
K. C. H.....Knight Commander of Hanover
K. C. M. G. Knight Commander of St Michael and St George
K. C. S.....Knight of Charles III., in Spain
K. C. S. I....Knight Commander of the Star of India
K. E..... Knight of the Elephant, in Denmark
Ken., or Ky...Kentucky
K. F.....Knight of Ferdinand, in Spain
K. F. M..... ..Knight of St. Ferdinand and Merit, in Sicily
K. G.....Knight of the Garter
K. G. C .....Knight of the Grand Cross
K. G. C. B...Knight of the Grand Cross of the Bath
K. G. C. M. G. Knight Grand Cross of St Michael and St George
K. G. C: S. I. Knight Grand Cross of the Star of India
K. G. F.....Knight of the Golden Fleece, in Spain
K. G. H.....Knight of the Guelph of Hanover
K. G. V.....Knight of Gustavus Vasa, in Sweden
K. H.....Knight of Hanover
Kil.....Kilderkin
Kingd..... . Kingdom
K. J .....Knight of St. Joachim
K. L.....Knight of Leopold of Austria
K. L. H.....Knight of the Legion of Honour
Km.....Kingdom
K. M.....Knight of Malta
K. M. H.....Knight of Merit, in Holstein
K. M. J.....Knight of Maximilian Joseph, in Bavaria
K. M. T.....Knight of St. Maria Theresa, in Austria
K. N. S..... Knight of Royal NorthStar,inSweden
Knt., Kt., or K Knight
K. P.....Knight of St. Patrick
K. R. E.....Knight of Red Eagle in Prussia
K. S.....Knight of the Sword in Sweden
K. S. A.....Knight of St. Anne, in Russia
K. S. E.....Knight of St. Esprit, in France
K. S. F . ..... Knight of St. Ferdinando of Spain
K. S. F. N...Knight of St. Ferdinand, in Naples
K. G.....Knight of St. George, in Russia
K. S. H..... Knight of St. Hubert, in Bavaria
K. S. J..... ...Knight of St. Januarius of Naples
K. S. L.....Knight of the Sun Lion, in Persia
K. S. M. & S. G...Knight of St, Michael and St. George,of the Ionian Islands
K. S. P.....Knight of St. Stanislaus, in Poland
K. S. S.....Knight of the Sword in Sweden— Knight of Southern Star of the Brazils

K. S. W.....Knight of St. Waldemir, in Russia
K. T.....Knight of the Thistle
Kt .... Knight
K. T. S.....Knight of the Tower and Sword, in Portugal
K. W.....Knight of William, in the Netherlands
K. W. E.....Knight of the White Eagle, in Poland
Ky.....Kentucky

L.

L.....Lord—Lady — Latin Lithium
L., *or* Lib. (*Liber*) Book
L., Lib,, lb *or* ℔, (*Libra,*) Pound in weight
L., *l,, or £*...Pound Sterling
La.....Lanthanum
La., *or* Lou...Louisiana
Ladp.....Ladyship
L. A. S .....Licentiate of the Apothecaries' Society
Lam..... Lamentations
Lat .... Latitude—Latin
Lb,, *or* ℔ .....Pound in weight
L. C..... ...Lord Chancellor—Lower Canada
L. C., *or* l. c...(*Loco citato,*) In the place cited
L. C. J... .....Lord Chief Justice
L. D.....Lady Day
Ld., *or* L .....Lordship
L a ....League
Leg,, *or* Legis...Legislature
Lev..... .....Leviticus
L. I.....Long Island
Li., *or* L. (*Liber,*) Book
Lieut. *or* Lt...Lieutenant
Lieut. Col..... Lieutenant-Colonel
Lieut. Gen.....Lieutenant-General
Lieut. Gov...Lieutenant-Governor
Lit .....Literature, Litre, Literary
Lit., *or* lit .... Literally
Liv., *or* liv.....Livre
LL, B. (*Legum Baccalaureus.*) Bachelor of Laws
LL. D. (*Legum Doctor.*) Doctor of Laws
Lon,, *or* Long...Longitude
Lond.....London
Lord Lieut. Ld. Lt. Lord Lieutenant
Lou., *or* La ..Louisiana
Low L.....Low Latin
L. S. (*Locus Sigilli.*) Place of he Seal
Lt..... . Lieutenant
Lv.....Livres

M.

M.....Marquis—Masculine Monsieur, Sir, or Mister—Morning—Month — Minute — Mlle—Married
M. (*Mille,*)...A thousand
M. (*Meridies.*) Meridian, Midday, *or* Noon
M. (*Manipulus.*) A handful
M., Mon., *or* Mond. Monday
M. A..... .....Master of Arts—Military Academy
Ma., *or* Minn..Minnesota
Mac., or Macc.. Maccabees
Mad., *or* Madm...Madam
Mag.....Magazine
Maj.....Major
Maj-Gen.....Major-General
Mal.....Malachi
Man.....Manege, or Horsemanship
Mar .....March
March.....Marchioness
Marg. Trans...Marginal Translation
Marq.....Marquis
Mas., *or* Masc. Masculine
Mass., *or* Ms...Massachusetts
Math.....Mathematics —Mathematicians
Matt.....Matthew
M. B. (*Medicinæ Baccalaureus.* Bachelor of Medicine
M. C.....Member of Congress MasterCommandant
M. D. (*Medicinæ Doctor.*) Doctor of Medicine
Md..... ..Maryland
Me .....Maine
M. E.....Methodist Episcopal
Meas..... Measure
Mech .... Mechanics
Med.....Medicine
Mem. (*Memento.*) Remember.
Mem.....Memorandum
Messrs., or MM. (*Messieurs.*) Gentlemen ; Sirs
Met.....Metaphysics
Meteor.....Meteorology
Meth.....Methodist
Mex..... .....Mexico, *or* Mexican
Mg..... .....Magnesium
M. Goth.....Mœso-Gothic
M. H. S.....Massachusetts HistoricalSociety Member of the Historical Society
Mic .....Micah
Mich ..... Michigan—Michaelmas
Mid .....Midshipman
Mil .....Military
Min .....Mineralogy

Min., *or* min...Minute, Minutes
Minn.....Minnesota
Min. Plen.....Minister Plenipotentiary
Miss., *or* Mi...Mississippi
Mlle..... Mademoiselle
MM.....Messieurs ; Gentlemen
Mme.....Madame
M. M. S.....Moravian Missionary Society
M. M. S. S. (*Massachusettensis Medicinæ Societatis Socius.*) Member of the Massachusetts Medical Society
Mn.....Manganese
Mo .....Missouri—Month—Molybdenum
Mod... .....Modern
Mon., *or* Mond. Monday
Mons.....Monsieur, *or* Sir
M. P.....Member of Parliament — Member of Police
M. P. C.....Member of Parliament in Canada
Mr..... Mister, *or* Master
M. R. A. S...Member of the Royal Asiatic Society
M. R. C. S..Member of the Royal College of Surgeons
M. R. I....Member of the Royal Institution
M. R. I. A..Member of the Royal Irish Academy
Mrs.....Mistress (*pron* Missis)
M. R. S. L..Member of the Royal Society of Literature
M. S. (*Memoriæ Sacrum.*) Sacred to the Memory
MS.....Manuscript
MSS.....Manuscripts
Mt..... Mount, *or* Mountain
Mus.....Music—museum
Mus. Bac. (*Musicæ Baccalaureus.*) Bachelor of Music
Mus. D.....Doctor of Music
M. W. S.....Member of the Wernerian Society
Myth.....Mythology

N.

N.....North—Note — Number—Nail—Nitrogen
N., *or* n....Noun—Name
N. A.....North America, North American
Na. (*Natrium.*) Sodium
Nah.....Nahum
Nat.....National—Natural
Nath.....Nathaniel, or Nathanael
Naut.....Nautical
N. B. (*Nota bene.*) Mark well ; take notice
N. B.....New Brunswick — North Britain
N. C.....North Carolina, New Church
N. E.....New-England, North-east
Neb.....Nebraska
Neh.....Nehemiah
Nem. Con. (*Nemine contradicente*) No one contradicting, unanimously
Nem. diss. (*Nemine dissentiente.*) No one dissenting ; unanimously
Neth.....Netherlands
Neut.....Neuter
N. F.....Newfoundland
New. Test., *or* N. T. New Testament
N. H.....New Hampshire
N. H. H. S....New Hampshire Historical Society
Ni.....Nickel
N. J.....New Jersey
N. Lat., *or* N. L. North Latitude
N. N. E.....North-north-east
N. N. W....North-north-west
No. (*Numero.*) Number
N. O.....New Orleans
No.....Norium
Nom.....Nominative
Non pros. (*Non Prosequitur.*) He does not prosecute
Norm.....Norman
Norm. Fr....Norman French
Norw.....Norway ; Norwegian
Nos.....Numbers
Nov.....November
N. P.....Notary Public—New Providence
N. P. D....North Polar Distance
N. S..... New Style (after 1752)
N. S.....Novia Scotia
N. T.....New Testament
N. u.....Name unknown
Num., *or* Numb. Numbers
N. V. M....Nativity of the Virgin Mary
N. W.....North-west
N. W. T....North-west Territory
N. Y.....New York
N. Y. H. S..New York Historical Society
N. Zeal....New Zealand

O.

O.....Ohio—Oxygen
Ob. (*Obiit.*) He, *or* she, died
Obad..... Obadiah
Obj..... Objection—Objective
Obs.....Observation — Observatory—Obsolete
Obt.....Obedient
Oct.....October
O. F.....Odd Fellows
Olym.....Olympiad

Old Test., *or* O. T. Old Testament
Opt.....Optics
Or.....Oregon
Ord.....Ordinary
Ornith.....Ornithology
O. S.....Old Style (before 1752)
Os.....Osmium
O. T.....Old Testament
Oxon. (*Oxonia.*) Oxford
Oz., or oz..Ounce, *or* ounces

P.

P., *or* p.....Page — Participle—Phosphorus—Pole—Pint
P. (*Pugillus.*) A pugil; as much as can be taken between the thumb and two forefingers
Pa., *or* Penn. Pennsylvania
P. a., *or* p. a. Participial adjective
Pal.....Paleontology
Parl.....Parliament
Part., *or* p..Participle
Payt.....Payment
Pb (*Plumbum.*) Lead
P. C. (*Patres Conscripti.*) Conscript Fathers
P. C.....Privy Councillor
Pd.....Paid—Palladium
P. E.....Protestant Episcopal
Pe.....Pelopium
P. E. I.....Prince Edward's Island
Penn.....Pennsylvania
Pent.....Pentacost
Per.....Persia; Persian
Per an. (*Per annum.*) By the Year
Per cent., *or* Per ct. (*Per centum.*) By the Hundred
Perf.....Perfect
Peri.....Perigee
Persp.....Perspective
Pet.....Peter
Phar.....Pharmacy
Ph. D., *or* P. D. (*Philosophiæ Doctor.*) Doctor of Philosophy
Phil.....Philip—Philippians—Philosophy—Philosopher—Philosophical
Phila.....Philadelphia
Philem.....Philemon
Philom. (*Philomathes.*) Lover of Learning
Philomath. (*Philomathematicus.*) A Lover of mathematics
Phren.....Phrenology
P. H. S.....Pennsylvania Historical Society
Phys.....Physics—Physiology
Pinx., *or* pxt. (*Pinxit.*) He, *or* she, painted it
Pk.....Peck
Pl.....Place—Plate
Pl., *or* Plur....Plural
Plff.....Plaintiff
Plup., *or* Plupf. Pluperfect
P. m. (*Post Meridiem.*) Afternoon
P. O.....Post-Office
Pop.....Population
Port.....Portugal, Portuguese
Pos.....Possessive
Pot.....Pottle
Pp.....Past participle
Pp., *or* pp..Participles—Pages
P. P. C. (*Pour prendre congé.*) To take leave
P. R.....Porto Rico
Pr.....Preposition.—(*Per.*) By, *or* by the
P. R. A.....President of the Royal Academy
Prep., *or* Pr. Preposition
Pres.....Present—President
Pret.....Preterite
Priv.....Privative
Prob.....Problem
Prof.....Professor
Pron., *or* pr. Pronounced—Pronoun
Pron. a....Pronominal adjective
Prop.....Proposition
Pros.....Prosody
Prot.....Protestant
Pro tem. (*Pro tempore*) For the time
Prov.....Proverbs—Provost—Province
Prox.....(*Proximo.*) Next, *or* Of the next month
P. R. S.....President of the Royal Society
Prus.....Prussia; Prussian
P. S.....Privy Seal.—(*Post Scriptum.*) Postscript
Ps.....Psalm, *or* Psalms
P. t.....Post-town
P. Th. G..Professor of Theology in Gresham College
Pun.....Puncheon
P. v.....Post village
Pwt.....Pennyweight
Pub. Doc. Public Document
Pub.....Published—Publisher

Q.

Q., *or* Qu....Question—Queen
Q., or q. (*Quadrans.*) Farthing
Q. B.....Queen's Bench
Q. C.....Queen's Council
Q. D., *or* q. d. (*Quasi dicat*) As if he should say
Q. E. (*Quod est.*) Which is
Q. E. D. (*Quod erat demonstrandum.*) Which was to be demonstrated

Q. E. F. (*Quod erat fadiendum.*) Which was to be done
Q. E. I. (*Quod erat inventendum.*) Which was to be discovered
Q. L., *or* q. l. (*Quantum licet.*) As much as is lawful
Qm. (*Quomodo.*) By what means
Q. P., *or* q. pl. (*Quantum placet.*) As much as you please
Qr., *or* qrs...Quarter, *or* Quarters, Farthings
Q. S.....Quarter Section
Q. S., *or* q. s. (*Quantum sufficit.*) A sufficient quantity
Qt., or qt....Quart - Quantity
Qu , Qy., *or* q. (*Quære.*) Query
Ques.....Question
Q. V., *or* q. v. (*Quod vide.*) Which see
Q. V., *or* q. v. (*Quantum vis.*) As much as you please

R.

R..... Rhodium — (*Rex.*) King — (*Regina.*)—Queen (*Receipe.*)—Take
R., *or* **r**.....Rood—Rod—Rises—River
R. A.....Royal Academy—Royal Academician Royal Artillery — Royal Arch — Rear Admiral — Russian American — Right Ascension
Rad.....Radical
R. E.....Royal Engineers
Rec.....Receipe
Reed.....Received
Recpt.....Receipt
Rec. Sec. .... Recording Secretary
Rect.....Rector
Ref.....Reformed—Reformer Reference
Ref Ch.....Reformed Church
Reg. Prof....Regius Professor
Regr., *or* Reg. Register, Registrar
Regt..... Regiment
Rel. Pron....Relative pronoun
Rem..... ..Remark, Remarks
Rep.....Representative — Reporter
Rep., *or* Repub. Republic
Rev.....Reverend—Revelation—Review
Rhet.....Rhetoric
R. I ....Rhode Island
Richd... ....Richard
R. I. H. S...Rhode Island Historical Society
R. M.....Royal Marines
R. M. A. ..Royal Marine Artillery
R. M. L. I. ..Royal Marine Light Infantry
R. M. S.....Royal Mail Steamer
R. N..... Royal Navy
R. N. O. (*Riddare of Nordstjerne*) Knight of the order of the Polar Star
Ro. (*Recto.*) Right-hand page
Rob.....Robert
Rom . .....Romans
Rom. Cath...Roman Catholic
R. R.....Railroad
R. S.....Right Side
R. S. S (*Regiæ Societatis Socius.*) Fellow of the Royal Society
Rt. Hon.....Right Honourable
Rt. Rev.....Right Reverend
Rt. Wpful....Right Worshipful
Ru.....Rutherium
Rus.....Russia ; Russian
R. W .....Right Worthy

S.

S .....South—Shilling—Second— Sign—Sets—Sunday—Sulphur—Scribe
S., *or* St....Saint
S. A..... ..South America
S. A., *or* **s. a.** (*Secundum Artem.*) According to Art
Sam.....Samuel—Samaritan
Sans., *or* Sansc. Sanscrit
S. A. S. (*Societatis Antiquariorum Socius*) Fellow of the Society of Antiquaries
Sat.....Saturday
Sax.....Saxon—Saxony
Sb.)*Stibium.*) Antimony
S. C.....South Carolina
S. C. (*Senatus Consultum.*) A Decree of the Senate
Sc., *or* **Sculp.** (*Sculpsit.*) He, *or* she, engraved it
S. caps .....Small Capitals
S. C. L.....Student of the Civil Law
Sclav.....Sclavonic
Scot..... .....Scotland, Scotch, or Scottish
Scr.....Scruple
Sculp. .... . Sculpture
S. E.....South-east
Sch., *or* Schr. Schooner—(*Scholium.*) A note
Scil., *or* Sc. (*Scilicet*) To wit
Se.....Selenium
Sec.....Secretary — Section Second
Sec. Leg....Secretary of Legation
Sect.....Section

Sen.....Senior — Senate—Senator
Sep, *or* **Sept.** September
Sept..... Septuagint
Serg., *or* **Serj.** Sergeant, *or* Serjeant
Servt.....Servant
Sh., *or* **S**....Shilling
Shak.....Shakespeare
S. H. S. (*Societatis Historicæ Socius.*) Fellow of the Historical Society
Si.....Silicium
Sing.....Singular
S. J. C..... Supreme Judicial Court
Sld.....Sailed
S. Lat., *or* **S. L.** South Latitude
Slav.....Slavonic
S. L.....Solicitor at Law
S. N. (*Secundum Naturam.*) According to Nature
Sn. (*Stannum*) Tin.
Sol.....Solomon Solution
S. of Sol.....Song of Solomon
Sol. Gen.....Solicitor-General
Sp.....Spain ; Spanish
S. P. (*Sine prole.*) Without issue
S. P. A. S. (*Societatis Philosophicæ Americanæ Socius.*) Member of the American Philosophical Society
S. P. G.....Society for the Propagation of the Gospel
S. P. Q. R. (*Senatus Populusque Romanus.*) The Senate and the Roman People
Sq., *or* **Sqr**..Square
Sq. ft.....Square feet
Sq. in .....Square inches
Sq. m.....Square mile
Sq r.....Square roods
Sq. yd.....Square yards
Sr.....Sir—Strontium
S. R. I. (*Sacrum Romanum Imperium.*) Holy Roman Empire
S. R. S. (*Societatis Regiæ Socius.*) Fellow of the Royal Society
SS., *or* **S.** (*Semis.*) Half
SS., *or* **ss.** (*Scilicet.*) To wit ; namely
S. S.....Saint Simplicius ; — the mark on the collar of the Chief Justice of England.—Sunday School
S. S. E.....South-south-east
S. S. W.....South-south-west
St.....Saint—Street—Stone Strait
S. T. D. (*Sacræ Theologiæ Doctor.*) Doctor of Divinity
Ster., *or* **Stg.** Sterling
S. T. P. (*Sacræ Theologiæ Professor.*) Professor, or Doctor, of Divinity
Subj.....Subjunctive
Subst.....Substantive
Su. Goth..Suio-Gothic, or Norse
Sun., *or* **Sund.** Sunday
Sup., *or* **Supp.** Supplement
Sup., *or* **Super.** Superior—Superfine
Sup., *or* **Superl.** Superlative
Supt.....Superintendent
Surg.....Surgeon—Surgery
Surg. Gen.....Surgeon-General
Surv..... Surveyor
Surv. Gen....Surveyor-General
S. W.....South-west
Sw.....Sweden ; Swedish
Switz.....Switzerland
Syn.....Synonyme
Syr..... Syria ; Syriac

T.

T., *or* **t** ....Town, *or* Township
Ta .... Tantalum
Tb... .. ..Terbium
T. E .....Topographical Engineers
Te.....Tellurium
Tenn.....Tennessee
Term.....Termination
Tex .....Texas
Text. Rec. [*Textus Receptus.*] Received Text
Th.....Thorium
Theo.....Theodore
Theol.....Theology
Theop.....Theophilus
Theor.....Theorem
Thess.....Thessalonians
Thos.....Thomas
Thurs.....Thursday
Ti.....Titanium
Tier.....Tierce
Tim.....Timothy
Tit.....Titus
T. O..... Turn Over
Tr.....Translator. Translation. — Treasurer Trustee
Trans.....Translation, Translation ; Translated
Trin.....Trinity
Tues., *or* **Tu.** Tuesday
Turk.....Turkey ; Turkish
Typ.....Typographer

U.

U.....Uranium
U. C.....Upper Canada

U. E. I. C....United East India Company
U. J. C. (*Utriusque Juris Doctor.*) Doctor of both Laws
U. K.....United Kingdom
Ult. (*Ultimo.*) last, *or* Of the last month
Univ.....University
U. S., *or* u. s. (*Ut*, or *uti supra.*) As above
U. S.....United States
U. S. A.....United States Army, United States of America
U. S. M.....United States Mail, United States Marine
U. S. N.....United States Navy
U. S. S.....United States ship
U. T.....Utah Territory

V.

V.....Vanadium—Verb
V., Vi., *or* Vid. (*Vide.*) See
V., *or* vs. (*Versus.*) Against
V., *or* Ver....Verse
Va. ....Virginia
V. A., *or* v. a. Verb Active
V. C.....Vice-Chancellor, Victoria Cross
V. D. M. (*Verbi Dei Minister.*) Minister of God's Word
Ven.....Venerable
Vis., *or* Viscount
Viz. (*Videlicet*) To wit; namely
V. N. *or* v. n. Verb Neuter
Vo. (*Verso.*) Left-hand Page
Vol..... ....Volume — Vols—Volumes
V. P., *or* Vice-Pres. Vice-President
V. R. (*Victoria Regina.*) Queen Victoria
Vs., *or* V. (*Versus.*) Against
V. t., *or* v. tr. Verb transitive
Vt .....Vermont
Vul .....Vulgate
Vulg.....Vulgar; vulgarly

W.

W.....Welsh — West—(*Wolfram.*) Tungsten
W., *or* Wed. Wednesday
W., *or* Wk.....Week
Whf.....Wharf
W. I..... West India; West Indies
Wis., *or* Wisc. Wisconsin
W. Lon.....West Longitude
Wm.....William
W. M. S.....Wesleyan Missionary Society
W. N. W....West-north-west
Wp.....Worshipful
W. S.....Writer to the Signet
W. S. W.....West-south-west
W. T..... Washington Territory
Wt.....Weight

X.

Xmas., *or* Xm. Christmas
Xn., *or* Xtian. Christian
Xnty., *or* Xty. Christianity
Xper., *or* Xr. Christopher
Xt.....Christ

Y.

Y.....Yttrium
Y., *or* Yr....Year
Y. B., *or* Yr. B. Year-Book
Yd.....Yard—Yds Yards
Ye.....The
Ym ..... Them
Yn.....Then
Yr.....Your
Yrs .. ..Yours
Ys..... This
Yt..... That

Z.

Z., or Zr ..... Zirconium
Zech.....Zechariah
Zeph..... .....Zephaniah
Zn.....Zinc
Zoöl.....Zoology

A COLLECTION
OF
WORDS, PHRASES, & QUOTATIONS;
IN THE
LATIN LANGUAGE.

A.

Ab actu ad posse valet consecutio, or illatio.—It is fair to argue from what has been, to what may be

Ab alio spectes, alteri quod fecerîs.—Expect to be treated as you have treated others

Ab amicis honesta petamus.—We must ask what is proper from our friends

Abeunt studia in mores.—Pursuits become habits ; use is second nature

Ab extra.—From without

Ab hoc et ab hac.—From this and from that ; confusedly

Ab inconvenienti.—From the inconvenience of it

Ab incunabulis.—From the cradle

Ab initio.—From the beginning

Abnormis sapiens.—Wise without instruction

Ab origine.—From the origin or beginning

A bove majori discit arare minor. The young ox learns to plough from the older

Ab ovo.—From the egg

Ab ovo usque ad mala.—From the egg to the apples ; from beginning to end

Absens hæres non erit.—He who is at a distance will not be the heir ; out of sight out of mind

Absente reo.—While the defendant was absent

Absit invidia.—Envy apart

Absque argento omnia vana.—Without money all is in vain

Absque ullâ conditione.—Unconditionally

Abundat dulcibus vitiis.—He abounds in pleasing faults

Ab uno disce omnes.—From one specimen, judge of all the rest

Ab urbe conditâ.—From the building of the city, i. e. Rome

Abusus non tollit usum.—Abuse is no argument against proper use

A capite ad calcem.—From head to heel

Accedas ad curiam.—You may come into the court;—an original writ

Accessit.—He came nearly up to ;—a testimonial to one second in merit

Accusare nemo se debet.—No one is bound to criminate himself

Acerrima proximorum odia.—The hatred of the nearest relations is the most bitter

Acribus initiis, incurioso fine.—With eager beginnings, but negligent ending

A cruce salus.—Salvation is from the cross

Acti labores jucundi.—Past toils are pleasant

Actum est de republicâ.—It is all over with the commonwealth or republic

Actus me invito factus, non est meus actus.—An act done by me against my will, is not my act

A cuspide corona.—A crown from the spear ; the reward of valor, or of suffering

Ad Calendas Græcas.—At the Greek Calends ; i. e. never, as the Greeks had no Calends

Ad captandum vulgus.—To catch the vulgar

Adde parum parvo, magnus acervo erit.—Add a little to a little, and there will be a great heap

A Deo et rege.—From God and the king

Adeo in teneris consuescere multum est.—It is of so much importance to become accustomed at any early age

Ad eundem gradum.—To the same degree or rank

Ad finem.—To the end
Adhibenda est in jocando moderatio.—Moderation should be used in joking; a joke should not be carried too far
Ad hominem.—Personal; to the individual
Ad interim.—In the mean while
Ad internecionem.—To extermination
Ad libitum.—At pleasure
Ad nauseam usque.—To satiety or disgust
Adolescentem verecundum esse decet.—A young man should be modest
Ad patres.—Gathered to his fathers; dead
Ad præsens ova cras pullis sunt meliora.—Eggs to-day are better than chickens to-morrow; a bird in the hand is worth two in the bush
Ad quod damnum.—To what damage;—a writ to ascertain what injury would accrue from a grant
Ad referendum.—For further consideration
Adscriptus glebæ.—Attached to the soil
Ad unguem.—To the touch of the nails; to a nicety; exactly; perfectly
Ad utrumque paratus.—Prepared for either event
Ad valorem.—According to the value
Adversis major, par secundis.—Superior to adversity equal to prosperity
Ad vivum.—To the life
Ægloga.—An eclogue, idyl, or bucolic
Ægrescit medendo.—The remedy is worse than the disease
Ægri somnia vana.—The idle dreams of a sick man
Ægroto dum anima est, sper est. So long as the sick man has life there is hope
Æquabiliter et diligenter.—Equably and diligently
Æquam servare mentem.—To preserve an equable mind
Æquanimiter.—With equanimity
Æquitas sequitur legem.—Equity follows the law; i. e. to supply its defects, not to override it
Æquo animo.—With equanimity
Æs debitorem leve, gravius inimicum facit.—A light debt makes a debtor, a heavy one an enemy
Ætatis suæ.—Of his or her age
Affirmatim.—Affirmatively
Afflavit Deus, et dissipantur.—God has breathed upon them, and they are dispersed
Age quod agis.—Attend to what you are about
Agnosco veteris vestigia flammæ. I recognize traces of my old flame
Agnus Dei.—Lamb of God;—an image of wax, impressed with the figure of a lamb, and consecrated by the pope
Aliam quercum excute.—Shake some other oak
Alia tentanda via est.—Another way must be tried
Alieni appetens, sui profusus.—Coveting the property of others, lavish of his own
Alieni temporis flores.—Blossoms of a time gone by
Aliquando bonus dormitat Homerus.—Even the good Homer sometimes nods, or naps
Alis volat propriis.—He flies with his own wings
Alitur vitium vivitque tegendo.—Vice is cherished and thrives by concealment
Aliud corde premunt, aliud ore promunt.—They cherish one thing in the heart, and express another thing with the mouth
Alma mater.—Kind or benign mother
Alta sedent civilis vulnera dexteræ.—The wounds of civil war are deeply felt
Alter ego.—My other self
Alter idem.—Another exactly similar
Alter ipse amicus.—A friend is a second self
Alterum alterius auxilio eget.—The one needs the help of the other
Amantium iræ amoris integratio est.—The quarrels of lovers lead to renewal of love
Amare et sapere vix deo conceditur.—To love and be wise is scarcely granted to the highest
Ambiguas in vulgum spargere voces.—To spread doubtful rumors among the populace
Amici probantur rebus adversis. Friends are proved by adversity
Amicus certus in re incertâ cernitur.—A real friend is discovered or known in adversity
Amicus curiæ.—A friend of the court
Amicus humani generis.—A friend of the human race; a philanthropist
Amicus Plato, amicus Socrates,

sed magis amica veritas.—Plato is my friend, Socrates is my friend, but truth is more my friend

Amicus usque ad aras.—A friend even to the altar, or to the last extremity

Amo.—I love

Amor nummi.—Love of money

Amor patriæ —Patriotism

Amoto quæramus seria ludo.—Setting jesting aside, let us attend to serious matters

Anguis in herbâ.—A snake in the grass

Animal implume, bipes.—A biped animal, without feathers

Animi cultus humanitatis cibus. Mental culture is the food of humanity

Animis obibusque parati.—Ready to stake life and property

Animo et fide.—By courage and faith

Animo, non astutiâ.—By courage, not by craft

Animus.—Mind; intention

Animus furandi.—The intention of stealing

Anno ætatis suæ.—In the year of his or her age

Anno Christi.—In the year of Christ

Anno Domini.—In the year of our Lord

Anno mundi.—In the year of the world

Anno urbis conditæ.—In the year since the building of the city, i. e., Rome

Annus mirabilis.—The year of wonders

Apparatus belli—Materials for war

Arbiter elegantiarum.—A judge in matters of taste

Arcana cœlestia.—Heavenly secrets or mysteries

Arcana imperii.—The mysteries of government; state secrets

Ardentia verba.—Words that glow or burn

Ars est celare artem.—It is true art to conceal art

Aura popularis,—The popular breeze

Aura seminalis.—The impregnating air

Auri sacra fames.—The accursed greed or appetite for gold

Aurum potabile.—Potable gold

Aut Cæsar, aut nullus.—Either Cæsar, or nobody

A verbis ad verbera. From words to blows

A vinculo matrimonii.—From the bond of matrimony

Avito viret honore—He flourishes with ancestral honours

B.

Banco regis. — On the king's bench

Basis virtutum constantia.—Constancy is the foundation of the virtues

Bella! horrida bella!—Wars! horrid wars!

Bellum internecivum.—A war of extermination

Bellum lethale.—A deadly war

Benigno numine.—By the favour of Providence

Bis.—Twice, or repeated

Bis dat qui citó dat.—He gives twice who gives quickly, or seasonably

Bis pueri senes.—Old men are twice children

Blandæ mendacia linguæ.—Lies of a flattering tongue

Bonis avibus.—With good omens

Bonis nocet, quisquis pepercerit malis.—He hurts the good who spares the bad

Brachium seculare aut civile.—The civil arm or power

Brevi manu.—With a short hand, off hand

Brevis esse laboro, obscurus fio.—I labour to be concise, and I become obscure

Brutum fulmen.—A harmless thunderbolt

C.

Cacoëthes.—An evil custom; a bad habit

Cacoethes carpendi.—A rage for finding fault or carping;—loquendi, for speaking; scribendi, for writing

Cadit quæstio.—There is an end of the question

Cæca invidia est.—Envy is blind

Cætera desunt.—The remainder is wanting

Cæteris paribus,—Other things being equal

Cantate Domino.—Sing to the Lord

Capitulum, or Caput.—Section; chapter

Carpe diem.—Improve time; embrace the opportunity

Casus belli.—A cause for war

Casus fœderis.—The end of the league

Casus in terminis.—One in the same case

Causa latet, vis est notissima.—The cause is concealed, the effect is notorious

Caveat actor.—Let the doer beware
Caveat emptor.—Let the buyer beware
Cavendo tutus.—Safe through caution
Cedant arma togæ.—Let arms yield to the gown, or the military to the civil authority.
Cede Deo.—Yield to God, or Providence.
Centum.—A hundred
Cernit omnia Deus vindex.—God, the avenger, sees all
Certiorari.—To be made more certain
Certum pete finem.—Aim at a certain end
Circuitus verborum.—A round about expression; a rambling story
Clarior e tenebris.—More bright from obscurity
Clarum et venerabile nomen.—An illustrous and venerable name
Cœlebs quid agam?—Being a Bachelor, what shall I do?
Colubrem in sinu fovere.—To cherish a serpent in one's bosom
Comitas inter gentes.—Comity between nations
Commune bonum.—A common good
Commune periculum concordiam parit.—A common danger produces unanimity
Communi consensu.—By common consent
Componere lites.—To settle disputes
Compositum jus fasque animi.—Law and equity
Compos mentis.—Of sound mind
Concio ad clerum.—A sermon or address to the clergy
Concordia discors.—Discordant concord
Confido et conquiesco.—I confide and am content
Conquiescat in pace—May he rest in peace
Consilio et animis.—By wisdom and courage
Consilio et prudentiâ.—By counsel and prudence
Consuetudo pro lege servatur.—Custom is held as law
Contra bonos mores.—Against good manners or morals
Contra stimulum calcas.—You kick against a spur
Coram domino rege.—Before our lord the king
Coram nobis.—Before us
Coram non judice.—Not before the proper judge
Corpus delicti.—The main offence
Corruptio optimi pessima.—The corruption of the best becomes the worst
Cor unum, via una.—One heart, one way
Cos ingeniorum.—A whetstone for the wits
Credat Judæus Apella.—Let Apella the circumcised Jew, believe it
Credo quia impossibile est.—I believe because it is impossible
Credula res amor est.—Love is a credulous thing
Crescit eundo.—It increases in its course
Crescit sub pondere virtus.—Virtue grows under an imposed weight
Cruci, dum spiro, fido.—While I breathe, I trust in the cross
Cui bono?—For whose benefit
Cum grano salis.—With a grain of salt; with some allowance
Cum privilegio.—With privilege or license
Currente calamo.—With a running or rapid pen
Custos morum.—The guardian of morals
Custos rotulorum.—The keeper of the rolls

D.

Dabit Deus his quoque finem.—God will also put an end to these
Damnati ad metalla.—Condemned to the mines
Dapes inemptæ.—Unbought viands or dainties
Dare pondus fumo.—To give weight to smoke
Data.—Things given or granted; premises.
Data fata secutus.—Following his declared destiny
De bonis non.—Of the goods not yet administered on
Decrevi.—I have determined
De die in diem.—From day to day
De gustibus non est disputandum.—There is no disputing about tastes
De minimis non curatur.—No notice is taken of trifles
De monte alto.—From a high mountain
De mortuis nil nisi bonum. Concerning the dead say only what is favourable
De nihilo nihil fit.—From nothing nothing is made
Deo date.—Give to God

Deo gratis.—Thanks to God
Deo juvante.—With God's help
Deo volente.—If God will
De profundis.—Out of the depths
Desideratum.—A thing desired
Desipere in loco.—To play the fool at the proper season
Desunt cætera.—The remainder is wanting
Detur digniori.—Let it be given to the more worthy
Deus vobiscum.—God be with you
Dies faustus. — infaustus. — A lucky day, an unlucky day
Dies iræ.—Day of wrath, a famous hymn
Dii penates.—Household gods
Disjecta membra.—Scattered remains
Divide et impera.—Divide and govern
Domus et placens uxor.—A house and pleasing wife
Ducit amor patriæ.—Patriotism guides me
Dum spiro, spero.—While I breathe, I hope
Dum vivimus, vivamus.—While we live let us live
Durante bene placito.—During our good pleasure
Dux fœmina facti.—A woman was the leader of the deed, or enterprise

E.

Ecce homo.—Behold the man
E contra.—On the other hand
E contrario.—On the contrary
Editio princeps.—The first edition
Ego et rex meus.—I and my king
Elapso tempore.—The time having elapsed
Elephantus non capit murem.—The elephant does not catch mice
Empta dolore docet experientia. Experience bought with pain is instructive
Emunctæ naris homo.—A man of well-wiped nose or quick perception
Eo nomine.—By that name
Errare humanum est.—To err is human
Esse quam videri.—To be, rather than to seem
Est modus in rebus.—There is a medium in all things
Esto perpetua.—Let it endure for ever
Esto quod esse videris.—Be what you seem to be
Et cætera.—And the rest
Et cum spiritu tuo.—And with thy spirit
Et decus et pretium recti.—The ornament and the reward of rectitude
Et sequentia.—And what follows
Et tu, Brute.—And even you, Brutus
Ex abrupto.—Abruptly
Ex animo.—Heartily; sincerely
Ex bene placito.—At pleasure
Ex cathedra.—From the chair or pulpit; from high authority
Excelsior.—Higher; more elevated
Excerpta.—Extracts
Ex concesso.—From what has been admitted
Ex delicto.—From the crime
Ex dono.—By the gift of
Exempli gratia.—For example; for instance
Exeunt.—They go out
Exeunt omnes.—All go out
Ex fide fortis.—Strong through faith
Exigeant.—Exacting; requiring too much attention
Ex mero motu.—From a mere motion; from his own free will
Ex necessitate rei.—From the necessity of the case
Ex nihilo nihil fit.—Nothing produces nothing
Ex officio.—By virtue of his office
Ex opere operato.—By external works
Ex parte. On one part or side
Ex post facto.—After the deed is done; retrospective
Expressis verbis.—In express terms
Ex quocunque capite.—From whatever cause
Ex tempore.—Off-hand; on the spur of the moment; without preparation; extemporaneously
Ex ungue leonem.—The lion is known by his claws
Ex uno disce omnes.—From one learn all; from this specimen judge of the whole

F.

Facile princeps.—The admitted chief
Facilis descensus Averni.—The descent into hell is easy;—it is easy to get into difficulty
Fac totum.—Do every thing;—a man of all work

Fæx populi.—The dregs of the people
Fallentis semita vitæ.—The deceitful path of life
Fama clamosa.—Public scandal
Fama nihil est celerius.—Nothing travels more swiftly than scandal
Fama semper vivat.—May his fame live for ever
Fare, fac.—Speak do
Fari quæ sentiat.—To speak what he thinks
Fata obstant.—The Fates oppose
Fata viam invenient.—The Fates will find a way
Feræ naturæ.—Of a wild nature, applied to wild animals
Festina lente.—Hasten slowly
Fiat justitia, ruat cœlum.—Let justice be done, though the heavens should fall
Fiat lux.—Let light be
Fide et amore.—By faith and love
Fide et fortitudine.—By faith and fortitude
Fidei defensor.—Defender of the faith
Fidelis ad urnam.—Faithful unto death
Fideliter.—Faithfully
Fide, non armis.—By faith, not arms
Fide, sed cui vide.—Trust, but see to whom
Fides probata coronat.—Proved faith crowns
Fides Punica.—Punic faith;—treachery
Fidus Achates. Faithful Achates, a true friend
Fidus et audax.—Faithful and daring
Finem respice.—Look to the end
Finis coronat opus.—The end crowns the work
Flagrante bello.—While war was raging
Flagrante delicto.—In the actual commission of the crime
Flecti, non frangi.—To be bent, not broken
Fortiter in re.—With firmness in action
Fronti nulla fides.—There is no trusting to appearances
Fugit hora.—The hour flies
Furor loquendi.—A rage for speaking;—scribendi, for writing

G.

Genius loci.—The genius of the place
Gloria in excelsis.—Glory to God in the highest
Gloria Patri.—Glory be to the Father
Gradus ad Parnassum.—An aid to writing Latin and Greek poetry
Gratia placendi.—The delight of pleasing
Gratis dictum.—Mere assertion
Grex venalium.—A venal throng

H.

Habet et musca splenem.—A fly even has its anger
Haud longis intervallis.—At short intervals
Haud passibus æquis.—With unequal steps.
Hic et ubique.—Here and everywhere
Hic jacet.—Here lies:—sepultus, buried
Hinc illæ lachrymæ.—Hence these tears
Hoc age.—Do this; attend to what you are doing
Hoc loco.—In this place
Hoc saxum posuit.—He placed this stone
Hoc tempore.—At this time
Hominis est errare.—To err is human
Honos alit artes.—Honour cherishes the arts
Horresco referens.—I shudder to relate
Humanum est errare.—To err is human

I.

Idem sonans.—Signifying the same
Id genus omne.—All persons of that description
Ignis fatuus.—A deceiving light; the Will o' the Wisp
Ignorantia legis neminem excusat.—Ignorance of the law excuses nobody
Imo pectore.—From the bottom of the heart
Imperium in imperio.—A state within a state
In articulo mortis.—At the point of death
In capite.—In chief
In cœlo quies.—There is rest in heaven
Inde iræ.—Hence these resentments

In dubiis.—In matters of doubt
In esse.—In actual being
In extenso.—In full; at large
In extremis.—At the point of death
In forma pauperis.—As a poor man
In foro conscientiæ.—Before the tribunal of conscience
Infra dignitatem.—Below one's dignity
In futuro.—In future
In limine.—At the threshold
In loco parentis.—In place of a parent
In medias res.—Into the midst of affairs or things
Inopem copia fecit.—Abundance made him poor
In posse.—In possible being
In præsenti.—At the present time
In puris naturalibus.—Stark naked
In re.—In the act; in reality
In rerum natura.—In the nature of affairs
In statu quo. In the former state
Inter alia.—Among other things
Inter nos.—Between ourselves
Inter pocula.—In his cups
In terrorem.—In terror; by way of warning
Inter se. Among themselves
Inter parietes.—Within walls; in private
Inter spem et metum.—Between hope and fear
In toto.—In the whole; entirely
In transitu.—In the passage; in passing
In utroque fidelis. Faithful in both
In vacuo.—In a vacuum
In vino veritas.—There is truth in wine
Invitâ Minervâ.—Without capacity or genius
Ipse dixit.—He himself said it; a mere saying or assertion
Ipsissima verba.—The very words
Ipsissimis verbis.—In the very words
Ipso facto.—By the act itself
Ipso jure.—By the law itself
Ira furor brevis est.—Anger is a short madness
Ita lex scripta est.—Thus the law is written
Item.—Also

J.

Jacta est alea.—The die is cast
Judicium Dei.—The judgment of God
Juncta juvant—United, they assist
Juniores ad labores.—Young men for labour
Jupiter tonans.—The Thunderer, Jove
Jure divino.—By the divine law
Jure humano.—By human law
Jus civile.—The civil law
Jus divinum.—Divine right
Jus et norma loquendi.—The rule and law of speech
Justitiæ soror fides.—Faith is the sister of justice
Justus, propositi tenax.—A just man, steady to his purpose
Juvenile vitium regere non posse impetum.—It is the fault of youth that it cannot govern its own impulses

L.

Labore et honore.—By labour and honour
Labor ipse voluptas.—Labour itself is a pleasure
Labor omnia vincit. — Labour conquers all things
Lapsus calami.—A slip of the pen
Lapsus linguæ.—A slip of the tongue
Lares et penates. — Household gods; home
Laudator temporis acti. — One who praises times which are past
Laus Deo.—Praise be to God
Laus propria sordet.—Self praise defiles
Lex loci.—The law of the place; terræ, of the land
Lex non scripta.—The written law; the common law.
Lex scripta.—The written or statute law
Lex talionis.—The law of retaliation
Licentia vatum.—Poetical license
Lis litem generat.—Strife begets strife
Lis sub judice.—A case not yet decided
Lite pendente.—During the trial
Litera scripta manet.—The written letter remains
Loci communes. — Common-places; topics
Loco citato.—In the place before cited
Locum tenens.—A substitute; a proxy
Locus criminis.—The place of the crime
Locus in quo. — The place in which
Locus penitentiæ.—Place for repentance

Locus sigilli.—The place of the seal
Longo intervallo.—With a long interval
Lucidus ordo.—A lucid arrangement
Lupus in fabulâ.—The wolf in the fable
Lupus pilum mutat, non mentem.—The wolf changes his coat, not his disposition
Lusus naturæ.—A freak of nature; a monster

M.

Magistratus indicat virum.—Magistracy shows the man
Magna est veritas, et prævalebit. Truth is powerful, and will prevail
Magna est vis consuetudinis.—Great is the power of habit
Magnanimiter crucem sustine.—Bear the cross with magnanimity
Magna servitus est magna fortuna.—A great fortune is a great slavery
Magnum opus.—A great work
Malis avibus. — Without bad omens
Mania a potu.—Madness from drink; delirium tremens
Manu forti.—With a strong hand
Manibus pedibusque. — With hands and feet
Manu proprio.—With one's own hand
Manus hæc inimica tyrannis.—This hand is hostile to tyrants
Manus justa nardus.—The just hand is as precious ointment
Memento mori.—Be mindful of death
Memor et fidelis.—Mindful and faithful
Memoriter.—By rote
Mens agitat molem.—Mind moves the mass
Mens divina. — The inspired mind of the poet
Mirabile dictu. — Wonderful to relate
Mirabile visu.—Wonderful to see
Mobile perpetuum. — Perpetual motion
Modus operandi.—The mode of operation
More majorum.—After the manner of our ancestors
Moto proprio.—Of his own accord
Moveo et propitior.—I rise and am appeased
Multa gemens.—Groaning deeply
Multum in parvo.—Much in a little space
Mutatis mutandis.—The necessary change being made

N.

Natale solum.—Natal soil
Nil admirari.—To be astonished at nothing
Nil desperandum. — Never despair
Nil nisi cruce.—No dependence but on the cross
Nolens volens.—Willing or unwilling
Noli me tangere.—Touch me not
Nolo episcopari.—I wish not to be made bishop
Non compos mentis. — Not of sound mind; imbecile
Non constat.—It does not appear
Non est inventus.—He has not been found
Non libet.—It does not please me
Non nobis solum.—Not to us alone
Non omne licitum honestum.—A thing may be lawful, and yet not honourable

O.

Occurrent nubes.—Clouds will intervene
Oderint dum metuant.—Let them hate, provided they fear
Odium in longum jacens.—An old grudge
Odium theologicum.—The hatred of theologians
Officina gentium.—The workshop of nations
Oh e! jam satis.—O! there is now enough
Oleum et operam perdidi.—I have lost my labour
Omne bonum desuper.—All good is from above
Omne ignotum pro magnifico.—Every thing unknown is held to be magnificent
Omnem movere lapidem.—They leave no stone unturned
Omnia bona bonis.—All things are good to good men
Omnis amans amens. — Every lover is deranged
Onus probandi.—The burden of proof
Operæ pretium est.—It is worth while
Opera illius mea sunt.—His works are mine
Opprobrium medicorum. — The reproach of the physicians

Opus operatum.—A mere outward work
Ora et labora.—Pray and labour
Ora pro nobis.—Pray for us
Ore rotundo.—With a full, round voice
Origo mali.—The origin of the evil
O, si sic omnia !—O that he had always spoken or acted thus !

P.

Par nobile fratrum.—A noble pair of brothers; — two just alike
Par pari refero.—I return like for like
Parta tueri.—To defend what has been obtained
Particeps criminis.—An accomplice in the crime
Paterfamilias.—The father of a family
Pater patriæ.—The father of his country
Patriis virtutibus.—By hereditary virtue
Pendente lite.—While the suit is pending
Per aspera ad astra.—Through suffering to renown
Per capita. By the head
Per centum. - By the hundred
Per mare, per terras.—Through sea and land
Per saltum.—By a leap ;—by fits and starts.
Per se.—By itself ; for its own sake
Petitio principii.—A begging of the question
Poeta nascitur, non fit.—A poet is born not made by education
Post nubila jubila.—After sorrow, joy
Post nubila Phœbus. — After clouds, a clear sun
Post obitum. - After death
Profanum vulgus.- The profane vulgar
Pro et con.—For and against
Pro forma.—For form's sake
Pro hac vice. For this time
Proh pudor.—O, for shame!
Pro rata.—In proportion
Pro salute animæ. — For the health of the soul
Pro tanto.—For so much ;— as far as it goes
Pro tempore.—For the time ; temporarily
Punica fides.—Punic or Carthaginian faith ;—treachery

Q.

Qualis ab incepto.—The same as at the beginning
Qualis rex, talis grex.—Like king like people
Qualis vita, finis ita.—As is the life, so is its end
Quantum libet.—As much as you please
Quantum mutatus ab illo !—How much changed from what he was once
Quantum sufficit.—Enough
Qui capit, ille facit.—He who makes it, takes it
Quicquid præcipies, esto brevis. Whatever precepts you give be short
Qui tacet consentit.—He who is silent consents
Qui transtulit, sustinet.—He who bought us over still sustains us
Quo animo.—With what intention
Quocunque nomine. — Under whatever name
Quod avertat Deus.—Which may God avert
Quod bene notandum.—Which is to be particularly noticed
Quod bonum, felix, faustumque sit.—May the evil be fortunate
Quod Deus bene vertat.—May God direct it to a good end
Quod erat demonstrandum.—Which was to be demonstrated
Quod erat faciendum.—Which was to be done
Quod hoc sibi vult ?—What does this mean ?
Quod ignotum pro magnifico est. That which is unknown is thought to be great
Quo non opus est, asse carum est.—What is not wanted is dear at a penny
Quod semper, quod ubique, quod ab omnibus. — What always, what every where, what by all has been held to be true
Quo Fata vocant.—Whither the Fates call
Quorum pars magna fui. — In which I bore a conspicuous part ; in which I largely participated
Quos Deus vult perdere, prius dementat. Those whom God would destroy, he first makes mad
Quot homines, tot sententiæ.—Many men, so many minds

R.

Rara avis in terris, nigroque simillima cygno.—A rare bird on the earth, and very like a black swan

Rari nantes in gurgite vasto.—Swimming here and there, in the wide waters

Ratione soli.—In respect of the soil

Recté et suaviter. — Justly and mildly

Redeunt Saturnia regna. — The Saturnian reign returns

Reductio ad absurdum.—A reduction to an absurdity

Regium donum.—Royal gift ;—an annual grant of public money, in aid of the maintenance of the Presbyterian clergy in Ireland

Re infecta — The business being unfinished

Rus in urbe.—The country in the city

Rusticus expectat dum defluat amnis.—The rustic waits until the river all runs by

S.

Sæpe stylum vertas.—You must often invert your style (instrument for writing) ; i. e. to erase

Sal Atticum.—Attic salt ; wit

Salus populi suprema est lex.—The welfare of the people is the supreme law

Salvo jure.—Without detriment to the right

Salvo pudore.—Without offence to modesty

Sanctum sanctorum.—The holy of holies

Sapere aude.—Dare to be wise

Sartor resartus. — The cobbler mended

Sat cito, si sat bene.—It must be done soon, if done well

Satis dotata, si bene morata.—Well enough dowered, if well principled

Satis eloquentiæ, sapientiæ parum.—Plenty of eloquence, but little wisdom

Satis superque. — Enough and more than enough

Satis verborum. — Enough of words

Sat pulchra, si sat bona.—Fair enough, if good enough ; handsome is who handsome does

Scinditur incertum studia in contraria vulgus.—The uncertain multitude is divided into opposite opinions

Scribendi recté sapere est et principium et fons.—The first principle and source of all good writing is to think justly

Secundum artem.—According to art ; regularly

Sed fugit interea, fugit irreparabile tempus. — But time flies meanwhile, never to be recalled

Sed hæc hactenus.—So much for this

Sed post est Occasio calva.—But Opportunity is bald behind :—seize Time by the forelock

Semel abbas, semper abbas.—Once an abbot, always an abbot

Semel et simul.—Once and altogether

Semel insanivimus omnes.—We have all at sometime, been mad

Semper avarus eget.—The avaricious man is always in want

Semper fidelis.—Always faithful

Semper paratus. — Always prepared

Semper timidum scelus.—Guilt is always cowardly

Semper vivit in armis.—He ever lives in arms

Senatûs-consultum.—A decree of the senate

Senex, bis puer.—Once a man, twice a boy

Sequiturque patrem haud passibus æquis.—He follows his father, but not with equal steps

Serus in cœlum redeas.—Late may you return to heaven

Servare modum.—To keep within bounds

Servus servorum Dei.—Servant of the servants of God

Sesquipedalia verba. — Words a foot and a half long

Sic eunt fata hominum.—So goes it in the world

Sic itur ad astra.—Such is the way to the stars, or to immortality

Sic passim.—So every where

Sic semper tyrannis.—Thus always with tyrants

Sic transit gloria mundi.—Thus the glory of the world passes away

Sicut patribus, sit Deus nobis — Let God be with us, as he was with our fathers

Sic volo, sic jubeo ; stat pro ratione voluntas.—Thus I wid,

thus I order ; let my will stand for a reason

Sic vos non vobis.—Thus you toil, but not for yourselves

Si Deus nobiscum, quis contra nos ?—If God be with us, who shall stand against us ?

Sile, et philosophus esto.—Be silent, and pass for a philosopher

Sine qua non.—Without which, not ; an indispensable condition

Singuli de nobis anni prædantur euntes.—Each passing year robs us of something

Si parva licet componere magnis. If small things may be compared with great

Si sit prudentia.—If there be but prudence

Siste, viator.—Stop, traveller

Sit tibi terra levis.—Light lie the earth on thee, or on thy remains

Sit venia verbo.—Excuse the expression

Si vis me flere, dolendum est primum ipsi tibi.—If wish me to weep, you must yourself first shed tears

Sola nobilitas virtus.—Virtue is the only true nobility

Soli Deo gloria.—To God alone be glory

Solitudinem faciunt, pacem appellant.—They make a desert of a country, and call it peace.

Solvuntur tabulæ.—(Law.) The bills are dismissed ; the defendent is acquitted

Sors tua mortalis, non est mortale quod optas.—Thy lot is mortal ; that which thou desirest belongs not to mortals

Spargere voces in vulgum ambiguas.—To disseminate ambiguous rumours among the common people

Spectas, et tu spectabere.—You see, and you shall be seen

Spectemur agendo.—Let us be tried by our actions

Spem pretio non emo.—I do not buy hope at a fixed price

Sperate, miseri ; cavete, felices.—Let the wretched hope, and the prosperous be on their guard

Spero meliora.—I hope for better things

Spes sibi quisque.—Let every man's hope be in himself

Splendide mendax.—Nobly false, untrue for a noble object

Spolia opima.—The richest booty

Spretæ injuria formæ.—The insult to her slighted beauty

Stans pede in uno.—Standing on one leg

Stat magni nominis umbra. He stands the shadow of a mighty name

Stat pro ratione voluntas.—My will stands in the place of reason

Statu quo ante bellum. The state in which things were before the war

Status quo.—The state in which

Stemmata quid faciunt ?—Of what value are pedigrees ?

Sternitur alieno vulnere.—He is slain by a blow aimed at another

Stet.—Let it stand

Stratum super stratum. — One layer upon another

Studio fallente laborem.—With a zeal which beguiles labour

Studium immane loquendi.—The insatiable desire of talking

Sua cuique voluptas—Every one has his own pleasure

Suaviter in modo, fortiter in re—Gentle in manner, forcible in execution

Sub colore juris.—Under colour of law

Sub hoc signo vinces.—Under this standard thou shalt conquer

Sub judice lis est.—The cause is yet before the judge

Sub prætextu juris.—Under the pretext of justice

Sub quocunque titulo.—Under whatever title

Sub rosâ.—Under the rose ; privately

Suggestio falsi.—The suggestion of a falsehood

Sui generis.—Of a peculiar kind

Summum jus, summa injuria.—The rigor of the law may be the greatest wrong

Sum quod eris ; fui quod es.—I am what you will be ; I was what you are

Sunt lachrymæ rerum.—There are tears for misery

Suo Marte.—By his own prowess

Suo sibi gladio hunc jugulo.—Cut his throat with his own sword

Suppressio veri.—The suppression of the truth

Surgit amari aliquid. Something bitter rises

Suum cuique.—Let every one have his own

Suus cuique mos—Every one has his peculiar habit

T.

Tacitum vivit sub pectore vulnus The secret wound rankles in the breast

Tædium vitæ.—Weariness of life

Tam Marti quam Mercurio—As fit for war as for business

Tandem fit surculus arbor.—The shoot at length becomes a tree

Tangere vulnus.—To touch a sore place

Tantæne animis cælestibus iræ? Can such wrath dwell in heavenly minds?

Tantum vidit Virgilium.—He merely saw Virgil, or the great man

Telum imbelle, sine ictu.—A feeble weapon thrown without effect

Tempora mutantur, et nos mutamur in illis.—Times change, and we change with them

Tempori parendum.—We must yield to the times

Tempus edax rerum.—Time that devours all things

Tempus fugit.—Times flies

Tempus omnia revelat.—Time discloses all things

Tenax propositi.—Tenacious of his purpose

Tentanda via est.—A way must be tried

Teres atque rotundus.—Smooth and round in himself

Terra firma.—Solid land; the continent

Terra incognita.—An unknown land

Tertium quid. A third something

Tertius e cælo cecidit Cato. A third Cato has dropped from the clouds

Tibi seris, tibi metis.—You sow for yourself, you reap for yourself

Timeo Danaos et dona ferentes. I fear the Greeks, even when bringing gifts

Tot homines, tot sententiæ.—So many men, so many minds

Totidem verbis.—In so many words

Toties quoties.—As often as

Totis viribus.—With all his might

Toto cœlo.—By the whole heavens

Totus mundus agit histrionem.—Every body is an actor; all the world's a stage

Totus, teres, atque rotundus.—Every way round and smooth

Tractant fabrilia fabri.—Mechanics use mechanics' tools

Trahit sua quemque voluptas.—Every one is attracted by his peculiar pleasure

Transeat in exemplum.—May it become an example

Tria juncta in uno.—Three joined in one

Troja fuit.—Troy was—[is no more]

Tros, Tyriusve, mihi nullo discrimine agetur.—The Trojan and Tyrian shall be treated by me without distinction

Truditur dies die.—One day is pressed onward by another

Tu ne cede malis.—Do not yield to evils

Tuum est.—It is thine own

U.

Uberrima fides.—A superabundant faith

Ubi bene, ubi patria.—Where it is well with me, there is my country

Ubi jus incertum, ibi jus nullum. (Law.) Where the law is uncertain, there is no law

Ubi lapsus? Quid feci?—Where have I fallen? What have I done?

Ubi libertas, ibi patria.—Where liberty is, there is my country

Ubi mel, ibi apes.—Where the honey is, there are the bees

Ubique patriam reminisci.—Every where to remember our country

Ultima Thule.—Remotest Thule, the extremity of the earth as known to the ancient Romans; an island in the extreme north of Europe

Unguibus et rostro.—With talons and beak; tooth and nail

Unguis in ulcere.—A claw, or nail, in the sore

Uni æquus virtuti, atque ejus amicis.—Friendly only to virtue, and to her friends

Unica virtus necessaria.—Virtue is the only thing necessary

Usque ad aras.—To the very altars; to the last extremity

Usque ad nauseam.—So as to disgust

Usus loquendi.—Usage in speaking

Ut ameris, amabilis esto. That you may be loved, be deserving of love

Ut apes geometriam. As bees practise geometry

Utcunque placuerit Deo. As it shall have pleased God

Utile dulci. The useful with the agreeable

Utinam noster esset. Would that he were ours, or on our side

Ut infra.—As stated or cited below

Uti possidetis.—As you possess; let each party keep what is in his possession

Ut pignus amicitiæ.—As a token of friendship

Ut quimus, quando ut volumus non licet.—When we cannot do as we wish, we must do as we can

Ut quocunque paratus.—Prepared for every event, or on every side

Utrum horum mavis accipe.—Take which you like

Ut sementem feceris, ita et metes.—As you have sown even so shall you reap

Ut supra.—So above stated, or cited

V.

Vacuus cantat coram latrone viator.—The traveller who has an empty purse sings before the highwayman

Vade in pace.—Go in peace

Væ victis.—Woe to the vanquished

Valeat quantum valere potest. Let it pass for what it is worth

Valet anchora virtus.—Virtue is an anchor

Valete et plaudite. Farewell and applaud

Variæ lectiones. Various readings

Variorum notæ. The notes of various editors

Varium et mutabile semper femina.—Woman, ever a changeful and capricious thing

Velis et remis.—With sails and oars

Veluti in speculum.—Even as in a looking-glass

Venalis populus, venalis curia patrum.—The people are venal, and the senate is equally venal

Vendidit hic auro patriam.—This man sold his country for gold

Venenum in auro bibitur.—Poison is drunk from a golden vessel

Venia necessitati datur.—Indulgence or pardon is granted to necessity

Venienti occurrite morbo.—Meet the disease at its approach

Veniunt a dote sagittæ.—The arrows, or incitements of love, come from the dower

Veni, vidi, vici.—I came, I saw, I conquered

Ventis secundis. — With favourable winds

Vera incessu patuit dea. — The goddess was known by her walk

Vera pro gratis.—Things true rather than agreeable

Verbatim et literatim.—Word for word, and letter for letter

Verbum sat sapienti.—A word to the wise is sufficient

Veritas odium parit.—Truth begets hatred

Veritas prævalebit.—Truth will prevail

Veritas vincit.—Truth conquers

Veritatis simplex oratio est.—The language of truth is simple

Ver non semper viret.—The season of spring does not always flourish

Vestigia nulla retrorsum.—No traces backwards; no returning footsteps

Vetera extollimus, recentium incuriosi.—We extol what is ancient, and neglect what is modern

Vexata quæstio. A question much disputed

Via media. — A middle way or course

Via militaris.—A military way

Via trita, via tuta.—The beaten path is the safe path

Video melio, a proboque, deteriora sequor.—I see and approve the better things, I follow the worse

Vide ut supra.—See the preceding

Vi et armis.—By force of arms; by violence

Vigilantibus—To the watchful

Vigilantibus, non dormientibus, servit lex.—The law protects those who watch, not the negligent against their own carelessness

Vigilate et orate. — Watch and pray

Vincit amor patriæ.—The love of our country prevails

Vincit omnia veritas. — Truth conquers all things

Vincit, qui se vincit.—He conquers who conquers himself

Vinculum matrimonii.—Bond of matrimony
Vires acquirit eundo. It acquires strength as it goes, or going
Virescit vulnere virtus.—Virtue flourishes from a wound
Virgilium vidi tantum.—I merely saw Virgil
Viri inimicis procul amici.—Friends are far from a man who is unfortunate
Vir sapit qui pauca loquitur.—He is a wise man who says but little
Virtus arietе fortior.—Virtue is stronger than a battering-ram
Virtus in actione consistit.—Virtue consists in action
Virtus in arduis.—Virtue or valour in difficulties
Virtus incendit vires.—Virtue rouses strength
Virtus laudatur et alget.—Virtue is praised and freezes
Virtus millia scuta.—Virtue is a thousand shields
Virtus requiei nescia sordidæ.—Valor which knows not mean repose
Virtus semper viridis.—Virtue is always flourishing
Virtus sola nobilitat. — Virtue alone ennobles
Virtus sub cruce crescit, ad æthera tendens.—Virtue grows under the cross, and tending to heaven
Virtus vincit invidiam.—Virtue overcomes envy
Virtute et fide.—By virtue and faith;—labore, toil;—numine, heaven;—operâ, industry
Virtute, non verbis.—By virtue, not by words
Virtute quies.—Content in virtue
Vis conservatrix naturæ. — The preserving points of nature
Vis medicatrix naturæ. — The healing power of nature
Vis unita fortior.—United force is the stronger
Vita brevis, ars longa.—Life is short, and art is long
Vitæ postscenia celant. — They conceal that part of life which is passed behind the scenes
Vitæ via virtus.—Virtue is the way of life
Vitam impendere vero.—To stake one's life for the truth
Vita sine literis mors est.—Life without literature is death
Vitiis nemo sine nascitur.—No man is born without his faults
Vivat respublica.—Long live the republic;—regina, the queen; rex, the king
Vivâ voce.—By the living voice; by oral testimony
Vivere sat vincere.—To conquer is to live enough
Vive, vale.—Live, and be well:—pl., Vivite, et valete
Vivida vis animi.—The active force of the mind
Vivit post funera virtus.—Virtue survives the graves
Vix ea nostra voco.—I can scarcely call these things our own
Volo, non valeo.—I am willing but not able
Vota vita mea.—My life is devoted
Vox et præterea nihil.—Voice and nothing more; sound without sense
Vox faucibus hæsit.—The voice, or words, stuck in the throat
Vox populi, vox Dei.—The voice of the people is the voice of God
Vulgò.—Commonly
Vulnus immedicabile.—An incurable wound
Vultus est index animi.—The countenance is the index of the mind

Z.

Zonam perdidit.—He has lost his purse
Zonam solvere.—To unloose the virgin zone

THE END.

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CHARLES DICKENS as an Author.

IF ever there lived an English writer who thoroughly understood the failings, frailties, and short-comings of human nature, and could depict them with faithful accuracy and consummate truthfulness, that author was CHARLES DICKENS. What Shakspeare was in his unparalleled delineations of the varied passions and excellencies that bless or curse the different classes of mankind, in the immortal productions of the dramas he produced centuries ago, such was CHARLES DICKENS in his never-dying productions of the valuable novels he has so profusely given to this country.

CHARLES DICKENS' style is peculiarly his own. He has never had a compeer who at all approached him in the graphic and faithful descriptions of the characters which abound in the multifarious walks of life, to be found in the thickly populated "modern Babylon." The scenes he portrays are so life-like in description, that if the reader could be transported to the places and scenes of which he writes, he would find them "true to the letter."

Some of his word-painting brings the reader face to face with the low life of the metropolis so vividly, that the dullest fancy may truly see and breathe the very atmosphere where the denizens of poverty, crime, and roguery exist in their resorts of wantonness and riot. Stuck-up characters, and would-be aristocracy, have received severe blows from his prolific genius, whilst some of his keenest thrusts have been forcefully levelled at the wealthy villains who delight to vilify and ruin pure modesty and chaste virtue—those excellencies which alone adorn and ennoble the female character.

Life and Adventures of Nicholas Nickleby.

NEARLY every phase of London life will be found depicted in the ADVENTURES OF NICHOLAS NICKLEBY. Dickens had a special object in view when he wrote this valuable novel:—that of showing to the country the indignities and cruelties then practised in the existing boarding-schools. DOTHEBOYS-HALL, that well-described Yorkshire boarding-school, where old Squeers starved and ill-treated his unfortunate pupils, and where Nicholas meets with poor Smike, shows what was the true state of the school system in those days—days before the authorities exercised the functions of the law to watch over and protect the helpless children who were sent to the various schools in the country. Since that time, and chiefly owing to this volume showing to the public the gross enormities practised by unprincipled people in those retreats, an inquiry has been made into the system upon which schools and seminaries are conducted, and the result has been that every follower of that arch old pedagogue, Squeers, has been brought to justice, and had to pay the penalty of his misdeeds.

NICHOLAS NICKLEBY is the high-souled hero of this capital story. In all his poverty and struggles for justice and freedom, he maintains the character of a kind, affectionate son, and a benevolent and worthy gentleman; he never swerves from his sense of duty, whatever consideration is represented to him, but always does that which he thinks is right to every person with whom he comes in contact. Smike is the poor unfortunate lad, upon whom Squeers, the schoolmaster, practices very great cruelties; whose various adventures in his struggles to gain a livelihood, along with Nicholas, are both very amusing and instructive. The great affection of these two, Nicholas and Smike, is full of profitable lessons. Old Squeers is quite a character for meanness, tyranny, and oppression, in DOTHEBOYS-HALL, which once had many representatives, but now are very rare indeed. Miss Squeers is the would-be fine young lady, who would find a lover in Nicholas, and a husband too, but for his insight into human character, which prompts him to fight shy of an engagement with her. Lord Verisopht, Sir Mulberry Hawk, and Messrs. Pyke and Pluck, have many hale fellows of the same type to this day, in London. John Browdie, the Yorkshireman, is a good representative of the brusque, broad-spoken, honest young men who are to be found in that county. To add to the beauties of this volume by a further enumeration of the characters would be a vain attempt; for, to be thoroughly understood and appreciated, it must be carefully perused, and then the reader will acknowledge that the writer was one of the first geniuses of which our country can boast. This volume is the cheapest that has been issued from the press, and is complete and perfect in every respect.

The Adventures of Oliver Twist.

THOSE persons who think that our best novel-writers have penned their most excellent stories merely for the purpose of amusing and edifying their readers, are very much mistaken. When any great and serious evil has afflicted the community, or a section of it, these preachers of equity and truth have exposed the enormity, in such a forcible manner, to the great mass of the public, that the effort has almost invariably had the effect of lessening or removing the evil they have attacked by the novel they have written with that intention.

Such an object had CHARLES DICKENS when he wrote this powerful story:—"OLIVER TWIST." The Poor-Laws of this country were, before this tale was written, a disgrace to our boasted civilization. Irregularities were rife in every part of our poor-houses; indignities and cruelties were practised by wholesale upon the unfortunate inmates of these places, more particularly upon the youthful portion of them. No proper supervision was exercised over those in power in these retreats of the poor; and there is no doubt that thousands of children left in the charge of those in authority there, have died from neglect, starvation, or cruelty.

This state of affairs was known to CHARLES DICKENS, and he became the worthy champion of the defenceless and insulted inmates in the worst conducted poor-houses in this country. By this excellent story of the life and adventures of OLIVER TWIST, he at once and for ever gave the death-blow to the monstrosities and cruelties which were practised by the old parochial authorities in the days of yore. The character of Fagin, the Jew, the trainer of the youthful pickpockets in the thieves' den, is well delineated. Bill Sykes, the brutal thief, is a very conspicuous personage in the story, who, in his jealous desperation, murders his paramour; his character is true to the life;—the restlessness and miserable condition of his mind, shown in his wanderings after the murder, is one of the most pathetic descriptions of the power of conscience, even in the criminal, that was ever penned. The career of Nancy, his paramour, does not, in any degree, fall short of truthfulness in description, with any of the other characters. The steadfastness of her adherence to her paramour in all the varied scenes of his life, truly portrays the faithfulness of the female mind even in the wicked courses of life. The Dodger and Charley Bates are the young pickpockets—characters which have many representatives even at this day. The bombastic parish Beadle is a true type of what these notable personages once were; now their day is over, and a better state of things is to be found in our parochial laws. No man is able to usurp the tyrannical authority which these minions used cruelly to assume. Of OLIVER TWIST himself, we cannot get a true insight into his character without a personal study of this well-written story, which is now placed, in price at least, within the reach of the poorest person in the country.

The Posthumous Papers of the Pickwick Club.

THE adventures of Mr. Pickwick, his humorous servant, Sam Weller, and the other members of the Pickwick Club, will always be an interesting source of amusement. When the workman or business man has had a hard day's labour, and is weary with the monotonous round of drudgery and close application to business, he will find it very refreshing to read for an hour the mirth-provoking adventures which these adventurous members of the Pickwick Club, in London and the vicinity met with. This early production of the late CHARLES DICKENS has been printed in every country where the English language is spoken. Its merits are universally acknowledged to be of the first-class order, and parts of the volume may with propriety be read for the amusement of either private drawing-room parties or larger companies in more public places.

There is a vein of satire of a very humorous character in some of the scenes which are portrayed in the PICKWICK PAPERS, which, while it amuses much, cuts very deep at the pomposity of men who love to display their shallow abilities to the public gaze; but who at heart are vain, self-conceited, and have a love of popularity. The swindling propensities of some promoters of sham companies are taken off smartly, and their villany is unmasked in such a masterly style as no writer has ever before been able to accomplish; honourable and honest rusticity is well described in several parts of the volume, while the boundless humour which pervades the whole story made it a great favourite on its first publication, and the hold it then took upon the public mind has never been, and probably never will be, lost. This edition is complete.

Sketches by Boz.

THESE sketches are the earliest productions of the prolific pen of CHARLES DICKENS. They are and always will be, considered of a high order; full of both humour and pathos; they treat of scenes and characters of the "great world of London," where every kind of life, from the poorest to the richest, the most ignorant to the most intelligent and refined dwell. The scenes of squalor, vice, immorality and crime. High-life below stairs, snobbish gentility, religious cant, villanous hypocrisy, in fact, every kind of life, both virtuous and vicious, that there is to be found, MR. CHARLES DICKENS has graphically sketched and portrayed with that faithfulness that he only could do. The excellent manner in which these sketches were first written heralded forth the prolific genius the author's mind would display in the future years. It is a pleasant thing, when a person has reached the "height of popularity," to study his first efforts—note the progress—discover errors renounced—style improved—mannerisms altered—and compare the first effort with the last. This volume is unabridged.

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CAPTAIN MARRYAT as an Author.

WHAT novel reader has not perused the works of this popular author of good nautical stories with pleasure? Captain Marryat, a practical son of the sea, having served many years in the navy, had an insight into the characters of the officers and men who were prepared to spend their lives and shed their blood, in defence of Old England; whose chief bulwarks are her excellent naval defences. There were many abuses in the naval service when he served his king and country,—these abuses needed redress; the gallant captain saw and felt keenly, and laid himself out to try by his numerous amusing sea-stories to bring these evils before the notice of the governing powers and the people of this nation; a plan which has, and always will have, the effect of giving the everlasting death-blow to any and every great wrong practised either by the governing powers or by any one class of persons towards another. This the clever Captain effected by his various humorous and instructive sea-tales. Now-a-days the ordinary seaman has not to submit to any indignities from up-start captains, lieutenants, and others in command, as they spend

"A life on the ocean wave."

Jacob Faithful.

READERS of romance know full well the value of the works of this talented writer. JACOB FAITHFUL is one of the author's best compositions. It has gone through many editions, because of its humour and the style in which the adventures of the hero upholds national honour and military valour it will always be read with pleasure by all persons.

Peter Simple.

FOR genuine humour, startling adventures, and thrilling scenes, this story of the sea is unrivalled. Peter Simple is a character who starts life under very unfavourable circumstances; he begins his adventurous career in the active days of the wars with France. His voyages are to all parts of the known world. Simple is his name, but his experience in the hard nautical service of his day makes him wise in many things. He gains promotion by the best of methods: his merit, and teaches the reader that perseverance and strict discipline, though sometimes very severe, is the best way to promotion. This tale will be very useful to youthful readers, and will be read by them with the relish and interest with which they have read the famous "Robinson Crusoe."

Midshipman Easy.

IT is sometimes both amusing and grieving to parents who have brought up sons to the best of their ability, both in good training and sound education, to find that one or more of them get strange notions about the grand career they may have by going to sea; their young imaginations depict a life on the ocean in the most glowing colours—they see, in their young fancies, certain promotion to the highest positions in the service most speedily and sure, and their day-dreams are full of grand epaulets, and gold-laced caps either of midshipmen or captain, and of giving orders to the men when *they* command one of the largest vessels in the navy of our country. The ardour of their youthful fancies prevent them thinking that these honours are only to be won by arduous, persistent, constant, faithful service, and with the highest sterling ability that the closest application to the duties of a seafaring life needs. Just such a character was Midshipman Easy, the hero of this novel, and this story is full of lessons to the youth who is mad for the onerous life on the vast ocean. The fun and frolic practised by midshipmen upon each other, and the practical jokes, and deeds of daring they are called upon to perform, cannot fail to make this book a favourite with the youth in his early days,—days so free from care and trouble that he fancies he can tie up his career and shape his circumstances in the same manner as he ties up and shapes a parcel of goods. This volume is the cheapest that is published.

The King's Own.

THIS tale takes its rise from the unfortunate mutiny of the seamen at the Nore, in the year 1797. The son of one of the deluded men who was hanged at the yard-arm of one of the ships, is the hero of the story. The imprinting of the marks on the arms of the seamen gives the hero the title of "THE KING'S OWN;" the mark of the *broad-arrow*, the king's mark, was pressed upon the arm of the child, and thus he became devoted for life to the king's service on the sea. The devotion shown to the child by the old seaman who adopted him, brings out boldly the affection which is often shown even by the rough untutored hearts of our "Jolly Jack Tars." To follow the career of the young hero, who rises step by step from one position to another in the service, is one of the most delightful and amusing pleasures which the reader will find in perusing this truly interesting tale. Love and virtue triumph over villany at the end of our hero's service in the honourable defence of his native country, and he at last comes into possession of the immense amount of property of which he was the true legal heir and inheritor.

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MRS. BENNETT'S CHARMING NOVELS,

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MARY BENNETT as an Author.

THE many excellent novels this author has penned proves her to be a person well calculated to amuse and entertain all classes of readers. She has written works which are varied in their styles and plots. The aristocratic villain and the cruel poacher are alike condemned, and their crimes held up to public reprobation. The excellencies of the poor village maiden as well as the good qualities of the educated Miss, who was "born with a silver spoon in her mouth," are alike commended. The vagabond, irrespective of his station, wealth, or position, is exposed and condemned ; while all that is noble, virtuous, and comely in human character, in every grade of life, is praised by her as things to be desired and practised for themselves, and for the blessings which they bring in their train.

MARY BENNETT has written for the people, in a way that all may understand : plain, without a desire to make herself known as a scholar ; though she is one. Unpresuming, with no wish to attract the attention of the reader to anything but her stories. Complete, leaving nothing out which could make her tales better by the addition. These editions of her works are the cheapest yet published.

The Jew's Daughter.

THIS story takes its scenes, characters, and incidents from the time when Romon Catholicism was the popular religion of the day in this country, and when the Jews first emigrated to England. The persecutions which the Jews had to contend with from the Monks, priors, and priests, are well displayed in the career of the Jew's beautiful daughter. Her loveliness won her a name and fame in high quarters in the land, and there were more than one aspirant for her hand amongst those who were above the common level of the people. The witch Myrza is a character who, at that day, was believed to have miraculous power in the shape of charms and spells, and her incantations caused consternation among the incredulous people of all grades in society. The Jew's daughter at the end of the story weds her faithful lover, who has been much beset by the opposition and enmity of the priests, priors, and other dignitaries of the church. The story is full of good descriptions of scenes and circumstances which are certain to interest the reader.

The Broken Heart.

FANNY MEADOWS, the leading character in this story, is a poor girl, in humble circumstances, with a drunken vagabond of a father, who sells for £2,000 his daughter's right to accept of that lover's hand she has set her affections upon. The brother she is forcibly married to, is the eldest son in the family of the village squire, who succeeds to the whole of the property of his father, to the exclusion of his younger brother, who is Fanny's accepted suitor. In poverty the younger brother roams the country, while Fanny remains faithful to him and refuses to be bound by the mock marriage she is unconsciously forced into by Squire Charnwood, whose love is backed only by the passionate desires of the libertine. Many and various are the trials and temptations she passes through in her endeavour to be faithful to the only man she can and will love with her heart's best affections. She is true to her early plighted troth, but the brother of the Squire Charnwood, who has won her heart, and to whom she clings with the tenacity which only a true woman's heart can cling, meets with a lover in the person of a wealthy lady, and in spite of all his vows of constancy, at last marries her. This is poor Fanny's crowning sorrow, and her deep trouble breaks her heart. Often, in this respect, has individual history repeated itself, and many have died broken-hearted because of true love unrequited, or unfaithfulness in the person upon whom the best and truest affections were centred

Jane Shore; or, The Goldsmith's Wife.

THE English court was not always as pure and free from injustice as it is in our day. This story takes its date from the time when "might was right;" and when persons in the ordinary walks of life had to give way to the wishes of those in authority, whether right or wrong. This work treats of times such as those in the reign of king Edward IV., of England. JANE SHORE, the Goldsmith's wife, was one of the most beautiful women that the metropolis contained at that day; her handsome person attracted the king's attention, and he desired to have her for his own, in spite of the claims of her lawful husband. Plans and plots to accomplish his purpose were many and great which this story reveals. Beautiful and accomplished, she became the object of the unholy desires of some of the unscrupulous courtiers in the king's palace. Villany, knavery, and deception of every kind, are graphically portrayed by the writer, as each aspirant for the person of the beautiful JANE SHORE schemes and contrives for the object on which he had set his heart. Jane's humiliation and downfall are well told. This story has been dramatised and had a very successful run. It will always be a lesson to beautiful young maidens on the vanity of making their beauty their boast, which has been the downfall of thousands of females.

The Cottage Girl.

THIS story had a great run when first published some years ago, because of the charming but truthful manner in which it is written. The tale developes the vicissitudes, trials, and difficulties of Ruth Summerfield, the beautiful daughter of Farmer Summerfield and his wife. Ruth, a handsome girl, by her comely face and attractive manners, gains first the attention, afterwards the love, of the squire of the village where she resides. The illicit desires of Squire Clifton are well portrayed ; they prompt him to make her his *mistress ;* her strong desire to lead a chaste and virtuous life makes her repel his passionate wish ; the schemes and tricks which the squire resorts to, in order to obtain the fulfilment of his libidinous desires are many and various ; but she triumphs, and her strong virtue makes her withstand the squire's temptations of affluence and position ;—her ultimate fall—her remorse—and the cruelty of the wicked squire—are all graphically painted in words ; the honest rival—Maynard, the miller—his constancy and faithfulness to her under all circumstances, and the strong love of her parents,—all are beautifully told by MARY BENNETT in a very homely and truthful style. This story was read by thousands of young people in the last generation with pleasure and profit ; and it is so good that it is equally valuable for the young people of every age. It will show them the truth of that Scripture text : "The way of the transgressor is hard !" and the force of king Solomon's proverb, "A virtuous woman is above riches !"

The Gipsy Bride.

THIS is an historical romance, founded upon the stirring times in the reign of "Bluff King Harry." It is most minute in the delineation of its characters, and highly sensational in some of its scenes, especially those connected with the condemnation of the unfortunate Catharine Howard. True love and genuine loyalty are the leading features shown to the readers for their commendation.

T. S. ARTHUR'S MORAL NOVELS.

T. S. ARTHUR as an Author.

THE world is greatly indebted to such authors as T. S. ARTHUR. He may truly be styled one of the first of its social reformers, for he has written for the peoples' welfare, both morally, socially, and religiously. His stories always improve the reader, in the highest sense of the word. He has done more to strengthen the morals and cultivate the religious faculties of his readers than a great many clever authors of the present day. None need fear the introducing of his books into the home circle; in fact, they ought to be welcomed as the best aids to a good moral and religious home training, that can be obtained. His efforts are always happy, lively, and interesting, with sound principles running through the whole of them. He has lived and laboured to leave the world better than he found it.

Anna Lee; or, the Maiden, Wife, and Mother.

THIS beautiful novel is written in a truly natural strain; it is not highly coloured with romantic tints, but its pictures of life are portrayed with so vivid and striking a truthfulness, that the social ties of the domestic hearth are seen in all their pristine loveliness. Its high moral tone and virtuous teachings will enable it to win its way in the families of all classes of the community. It comes from the pen of one of the best American writers, T. S. ARTHUR, whose reputation on both sides of the Atlantic, as a most excellent, truthful story-teller, is universally admitted.

Cast Adrift. A Story of New York.

THE most fastidious parents need not have the least fear of introducing the Works of T. S. ARTHUR into their families. They are full of instructive moral lessons, and are written in a very attractive style. "Cast Adrift" is a story of life in New York City. The heroine is found in the lowest state of society, and by virtuous behaviour in the midst of vice, wins her way into upper circles.

Righted at Last. A Story of New England Life.

THERE is a common proverb "Every dog has its day;" by the hand of retribution with which Providence almost invariably lays hold upon the evil-doer, and punishes him severely, when he has persisted in his wicked courses of oppression and the exercise of tyranny upon the weak and defenceless. We see many things that are wrong "righted at last," and this charming story by T. S. ARTHUR is but another instance of the truth, that virtue and goodness will ultimately triumph, though the time of triumph may be long delayed.

MRS. HOLMES' DOMESTIC NOVELS.

Mrs. MARY JANE HOLMES as an Author.

MRS. MARY JANE HOLMES is a peculiarly fascinating writer; one of the best that the great continent of the United States of America has ever produced. Her books are invariably entertaining and amusing, for she owns the rarely to be found art of enlisting the sympathy of all classes of readers—she draws out the affections of those who peruse her works towards the heroine or hero of every story which she has penned, and she charmingly rivets the attention to every part of the career of the leading characters of each tale which her fertile genius has planned, and her prolific pen has forcefully, but truthfully, put upon paper. Her works are very numerous—not one of which can be looked upon as the efforts of a novice, or one who does not understand the failings, frailties, or virtues and excellencies of every grade of human nature. Her master mind has grasped the wants of the day, in presenting truth uncoloured, or depicted in that outrageously romantic style which is often injurious to all readers—more especially to the youthful mind which loves romance beyond or above the truth. She is not an author who lets her fancy rove into the unreal, or impossible,—but she tells her tales in homely phrase, with that domestic reality which never reaches the mind of the reader as a thing that is improbable; but proves the genuineness of that proverb, namely :—

"TRUTH IS STRANGER THAN FICTION!"

Edna Browning.

SO full of the truthful genuine feeling and pathos is this tale of sincere attachment, that it is sure to win the attention and captivate the fancy of all who take it up. It is certain to gain the golden opinions of the lovers of unvarnished romance literature.

Edith Lyle.

THIS is a truly charming novel. One of the best that modern Amercian writers have produced. Every reader will be sure to be enraptured by it. So true to nature, nothing overdrawn, or highly coloured is to be found in its characters.

Ethelyn's Misfortune.

THIS domestic novel is entirely new. It will be read with pleasure and profit by all who peruse it. The story shows the trials and troubles of married life where there is no affinity of taste and in style of living.

'Lena Rivers.

THIS book has established the reputation of the author, as one of the best American writers of the present day, It ought to be in the possession of every lover of good novels, because of the insight it gives into genuine American life. The humour and pathos contained therein will always make it a favourite, especially with youthful readers.

Marian Grey.

MARIAN GREY is a chaste, highly-finished story in the character of a domestic novel. Virtue and modesty are portrayed by Mrs. Holmes to great advantage, and it merits a place in every young woman's library in cottage and mansion.

Milly Dear.

THIS story is one of great interest; it traces the history of a young girl whose parentage is hid in mystery at the commencement of life. Her career is traced with care, and as the circumstances of daily life are more developed, she becomes the heroine of this well-told tale. She is truly beloved by a crippled youth who never till his death reveals the strength of his attachment for Mildred, who is more frequently known by the pet name of Milly. As time advances Milly's beauty becomes radiant and glowing, and wins the affection of Lawrance Thornton—and he loves her truly, but circumstances over which they have no control, separate the lovers, who, as often is the case with true love, become more attached as adverse circumstances rise before them to intercept their heart-felt esteem for each other. All these things are traced by Mrs. Holmes, as only she knows how, in continuous and consecutive order, with that lively interest which gives pleasure to all who peruse her stories. In the end Milly becomes the dear wife of Lawrence Thornton.

Queenie Hetherton.

THIS story certainly is one of the best that the pen of this talented American writer has ever produced. It is quite full of those domestic scenes of vicissitude and misfortune which brings out the sterling character of the heroine in the commencement of the tale, and clothes the whole narrative with a fascinating interest. The introduction of many humorous characters to be found in American society make it increasingly attractive, and add to the pleasure to be found in the innocent comicalities and oddities with which the story abounds. Those readers who wish to peruse a love-story without very extravagant romance, will in this book, find one written in a truly graphic and natural style, in which curiosity and pleasure will increase with the perusal. This story needs but to be known to be highly appreciated. It is worthy to take a place in the homes of the most fastidious and refined people in the country, and is a companion volume to that excellent and popular story by the same author, namely :—

"'Lena Rivers."

West Lawn.

THE author knows how to write. Any one who is a good judge of literary ability, reading this volume will give Mrs. Holmes that meed of praise which the American press from one end of the country to the other has given her. She writes not for effect, has no hero or heroine who does anything outrageous or improbable, but she carries her readers with her from the simple truthful style of her beautiful compositions.

THE NEW, NOVELIST'S LIBRARY.

LORD LYTTON'S POPULAR NOVELS,

PRICE 2s. EACH.

Published by MILNER & Co., LONDON and HALIFAX.

LORD LYTTON as an Author.

LORD LYTTON is one of the few of our nobility whose talents shine forth as an author. Cultivated, well educated, and refined, but few of our noblemen have shown a desire to become public servants in the onerous task of novel writers. He, however, hid not his talents under a bushel, but practised them for the public weal.

His abilities were of no mean order in that line of amusing the public in which he chose to exert his energies. His style is peculiarly his own; nothing is strained for effect in the clever plots of his stories, he never wanders into the deep labyrinths of fancy, in which either he himself or his readers are lost; but his telling way of carrying the story through, is clever and wonderful. Some of the characters and scenes he portrays in humble life are marvellous, considering that his walks of life were above those he so clearly pens. His works have been highly appreciated in the past, and they are of that character which will ensure them great popularity in the future.

Ernest Maltravers.

THE story of Ernest Maltravers is rather a peculiar one. The man who acts the part of the villain, Lumley Ferrers, appears to triumph in all the plans that he concocts against the hero of the story. Politics are introduced into the tale, and some of the vile practices and bribery which were very common in that day are exposed; rascality and unfair dealing are well delineated by LORD LYTTON in this story; which finishes very differently from many other tales, in villany remaining victorious. But the reader's attention is directed to the sequel, in which right is made to be triumphant. The sequel is entitled, ALICE; OR, THE MYSTERIES.

Alice; or, the Mysteries.

LUMLEY FERRERS, the villain who successfully carried everything his own way in the story of Ernest Maltravers, is again made one of the chief characters in this tale; but his machinations are frustrated in the end, and justice, which had been tardy in the interests of Ernest Maltravers, is at last done to him. Ladies and gentlemen, lords, baronets, and persons high in authority take a prominent part in the plots, political and otherwise, with which this tale abounds. The interest is abundant which pervades the whole story, and is well worth the perusal of all who wish to understand the love and politics of one hundred years ago.

Eugene Aram.

WHO has not read with great interest the story of the murder of Daniel Clark by Eugene Aram? Such persons will be pleased with a novel founded upon that mysterious occurrence, and the equally mysterious person who committed the foul crime. LORD LYTTON has wonderfully written this excellent story, taking for his hero that strange misanthropic character, Eugene Aram. His lordship introduces Aram to the reader in his true character, and well describes the depth of remorse of conscience which he felt as the murderer. How he falls in love with an amiable woman, and how the stings of remorse prompt him to fly from the engagement; how he is discovered to be the murderer and ultimately convicted, condemned, and his suicide just before he should have ascended the scaffold. The tale is full of interest from beginning to end.

Pelham; or, Adventures of a Gentleman.

TO those persons who wish to follow the adventures of one who had not to earn his living, but who lived in affluence, with no other desire in life than to see all he could, and learn everything by experience, this work is sure to be interesting, and at the same time, amusing.

Many persons have plans of what they would do could they find wealth sufficient to follow the bent of their inclinations; they imagine that the *summum bonum* of life is to spend their days in pleasure and sight-seeing, and glut their curiosity to the full! but, ay that *but*, circumstances over which they have no control, prevent their wishes being realized. The hero of this story had no *but* to his realizing all he wanted, and LORD LYTTON has well put an account of these adventures before his readers. Love, courtship, and marriage, with their various difficulties, trying circumstances and dangers, are interwoven, with a masterly hand, into this tale.

MRS. SOUTHWORTH'S ENCHANTING NOVELS.

Mrs. SOUTHWORTH as an Author.

WE have always read with pleasure and profit the stories written by this highly-gifted American author. She is very clever and varied in her narratives. Her tales are not like those of a great many writers of the present day :—if you read one you may say you have read the whole they can produce, because of the sameness which characterizes every one of them. There is an originality in her works rarely to be met with, especially in a female author. There is no flagging of interest in her novels ; the zeal and wonderful vivacity she throws into her writings will always assure them a welcome with the intelligent portion of the readers of all romance literature.

Beatrice ; or, The Forsaken Daughter.

THE plot of this tale is well chosen, the characters are described in a masterly manner, and the deep interest excited by a perusal is well sustained. DISAPPOINTED LOVE has been the cause of many a shipwreck "in the voyage of life," here we have described how constant, fervent, sincere attachment is triumphant after years of trial and suffering.

The Bridal Eve.

THE night before marriage is always a time of hope, fear, and anxiety, when, by the coming day's sacred ceremony will be consummated many glowing anticipations fostered and cherished during courtship's devious trials and tests of faithfulness, between the betrothed ones, who have often beheld visions of happiness in the future, when the matrimonial knot is irrevocably tied. The "Bridal Eve" is a charming and interesting romance founded upon this interesting topic.

The Changed Brides.

BY circumstances which this story reveals the two brides are changed. The plot is well laid, of deep interest, and written in a masterly manner. "The Bride's Fate" is the sequel to this story.

The Bride's Fate. A Sequel to "Changed Brides."

HOW shall we live in the future? Will the married life be agreeable and happy? These are questions often asked by young people of both sexes. The sequel to "Changed Brides" reveals how the characters therein described are mated and married, and the startling fate of the Bride.

The Curse of Clifton.

THE "green-eyed monster Jealousy" is the greatest curse that can afflict any person; the workings of this fiendish passion are here portrayed by one who understands fully the failings of human nature in this respect. Those who read this volume will guard against the intrusion of this fell disturber of all social peace, if they will learn the lesson it inculcates.

The Deserted Wife.

TO become a widow, after an affectionate, true-hearted woman has long been an adored and adoring wife, must be a painful and truly forlorn condition; but to be deserted by a husband, and left to the cold charity of a merciless world, has broken many a trusting and confiding heart. The story of the Deserted Wife will be found full of these interesting subjects, in all its scenes and characters.

Fair Play.

THIS tale dates from the late civil war in America. The heroine, in love with an officer, tries to forget him in the Lone Island, but ultimately is obliged to fall in to the claims of all conquering attachment. From seeming indifference she is won by constancy and fervid devotion by the man whom she previously pretended to despise.

The Fatal Marriage.

HOW many fatal marriages are made, our divorce court reveals continually. The plot in this book is laid in such a way that only one who understands and can forcibly delineate the baser passions of human nature can portray. It will be found interesting to all—more especially to those who contemplate matrimony.

The Fortune Seeker.

THE hero of this book is a poor lad who emigrated from England to "seek his fortune" in the United States. His adventures are well described, his struggles from poverty to affluence and a good position are so beautifully set forth, that the reader feels no novice in story-telling has put the work together.

How He Won Her. A Sequel to "Fair Play."

THE title of this tale gives the reader an insight into the teachings and sentiments of the book. It is another version of the old proverb "True Love Wins," or persistent persevering attachment conquers all difficulties in the securing of its object. It is a sequel to "Fair Play."

The Lost Heiress.

THE author of this book is one of the most popular in the United States. She was never known to produce a poor romance, and this one, fresh from her pen abounds in startling adventure upon the subject of Love and Wealth. The plot is a good one, and will be admired by all who peruse it.

The Missing Bride.

TO the bridegroom, on the auspicious morning of his wedding-day, nothing is of greater consequence than the health, welfare, and safety of his beloved bride. To hear that she is ill, or missing, especially under the most suspicious circumstances, must, and will be, the most distressing intelligence that can affect his mind. Mrs. Southworth in this volume reveals a plot of this character, which is sure to be read with deep interest.

MISS DUPUY'S ENTERTAINING NOVELS.

MISS DUPUY as an Author.

WE think, that of the two sexes, the female mind is the best able to depict the strength, workings, variations and faithfulness of the tender passion, universally known as LOVE; providing that mind be of a highly cultivated character, and has a comprehensive grasp of the subject, with a deeply observant insight into the springs of action which set the heavenly emotion into play. Such an one is MISS DUPUY, who, though a native of America, is as able to write a good story as any of our female English authors. She has the gift of raising the mind to that pitch of excitement which our own female writers seldom are able to do. She is an adept at laying down the plots she depicts with an earnestness and vigour which we have seldom seen equalled, and never excelled. Her works are soul-stirring, vivacious and thrilling, and have already become favourites with the public.

All for Love.

THE old adage that "Love is Blind!" was never more truthfully portrayed and set forth than the author of "All for Love" shows in this thrilling and exciting romance. The scenes and incidents in the story are all well chosen and very graphically depicted by the talented writer upon the tender passion of love, and the sacrifices it calls forth from its devotees.

The Bravest of the Brave.

THE scene of this story opens in France. One of the old heroes of Waterloo is the hero of the story. Michael Rudolph—one whose bravery and daring makes him the most conspicuous personage in the tale—is supposed to be the clever but unfortunate Marshal Ney. The plot is a capital one, full of daring deeds, hair-breadth escapes and clever actions. Love under great difficulties, proves to be the conqueror in the end, while villany is justly and completely punished. MISS DUPUY does herself great credit by penning this story, which is sure to please and entertain the reader.

The Cancelled Will.

THERE are people, especially those who consider themselves in the higher spheres of life, who marry more from a desire to gain wealth than to win "true love," and repentance comes when the startling discovery is made that genuine affection is unrequited. The "Cancelled Will" is a story of wealth and love.

Who shall be Victor?

IN any contest for success in love affairs or in the gaining of wealth, the desire of each to be victor spurs on the antagonism, excites the hatred, and all the bad passions of the human breast, and often causes enmity between the contending parties for years. This story contains a plot of this nature, with the ultimate triumph of uprightness and virtue. It is a Sequel to "the Cancelled Will;" those who read that tale should also read this one, then they will be the better able to understand both.

Why did He Love Her?

'WHY did he love her?' contains the account of two lovers and the reasons which prompted them to pay their addresses to the object of their affections. Some men from mercenary, and other unworthy motives, try to gain the love of beautiful young maidens who confidingly trust to the men who seem to be devoted in their attachments, and find too late that their love is not only unrequited in after years, but they were only courted from base and impure motives, and their love becomes fickle, and flies after, or even in some cases before, wedlock's bonds have united them. This story is founded upon this interesting subject.

Why did He Marry Her?

ANY man who marries for beauty only, commits a mistake. He who marries for wealth alone, soon finds out that he is in error. The same may also be said of him who marries only to gain a position in life. Any "union for life" which is made from any other motive than pure affection quickly ends in sad disaster and ruinous failure. Why did he marry her? is a question often asked in the divorce court, when the deep hatred of those who plighted in former times their loves together is shown to the public by evidence of a damaging character of those who have sinned against the sacred rite of "Marriage." This story is replete with interest to all young people of both sexes.

THE NEW, NOVELIST'S LIBRARY.

MRS. WETHERELL'S RELIGIOUS NOVELS,

PRICE 2s. EACH,

Published by MILNER & Co., LONDON and HALIFAX.

ELIZABETH WETHERELL as an Author.

IT is now some time since the plan of spreading religious truth by what are known as "Religious Novels," began to be practised. Whether the mode adopted be a good one or not is an open question, and one it is not our province to decide upon; sufficient for us is it, that the religious public, in a vast majority, have accepted these efforts to spread the principles of the Gospel, and have read with avidity the various excellent novels which have been produced by persons of the highest cultivated intellect, and with the strictest sense of the true professor's requirements: that of spreading the principles of their Divine Master; who, whilst on earth "spake as never man spake."

MRS. WETHERELL is one of the best American novel writers of the present age. The religious vein which runs through all her productions, have made them very acceptable in the Sunday School libraries of every denomination in this country, and every part of the British Dominions, as well as in America. She has never lowered the standard of true religion in any of her efforts. Those who complain of the staleness of the old but good teachings of the Gospel will here find divine truth presented in a new and fascinating garb, the dressings of which will attract them when the "foolishness of preaching" is of none effect with them. No private or public religious library is complete without this talented author's choice and valuable contributions to the religious literature of the day. Mrs. Wetherell's works stand *par excellence* in this style of presenting religious truth.

Melbourne House.

THIS is a charming story, full of interest and pathos. It depicts in a graceful manner the trials and temptations in the way of a young christian; one who desires to walk exactly in the footsteps of her Divine Master. Her youth, and consequently, her inexperience of the world's ways often perplex her innocent mind, but through all the devious ways she has to walk she remains firm to the truth as she understands it, and does, what many professors do not:—walks well and faithfully in the light that she possesses. 20

The Old Helmet.

TO the student of history nothing is more interesting than that of the helmets of our forefathers, the ancient Britons. Those helmets which sheltered their heads from the blows of the foes and enemies with whom they contended in the days when wars and conflicts were more common than happily they now are. This volume treats fully of the necessity of wearing in the stern conflict of "the battle of life" that "Old Helmet" which has effectually covered the heads of thousands when they were "persecuted for righteousness' sake," and how it will and does the same to-day. The story is a very interesting one, of a religious character, and ought to have a place in every Sunday School library and Christian's home in the country, as it has a charming way of inculcating religious truth when other methods often fail.

Queechy.

THIS tale is well adapted to those who desire an unromantic story. It has a religious vein and is of a very healthy character, suitable for perusal in all Christian homes. There is nothing of a contaminating nature in its pages. No one can read it, and the other books by the same author, without being made better.

The Wide, Wide World.

THE extensive sale this book has had is the best recommendation that can be advanced in its favour. It has gone through several editions; its virtues are many, its excellencies are too numerous to be enumerated. The mind which planned, and the head which arrayed it, were prompted by the true Christian's desire to do good to those who are so fortunate as to peruse its ever welcome pages. The home is made happier where it is read, no one can study the beauty of this story without its influence for good being felt for years to come.